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Recommended Methods for Development-Information Systems, Volume 2

Guidelines for the Building of Authority Files in Development-Information Systems

Anne Di Lauro
and
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GUIDELINES FOR THE BUILDING OF AUTHORITY FILES IN DEVELOPMENT-INFORMATION SYSTEMS

by

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and

Maureen Sly

ABSTRACT / RÉSUMÉ / RESUMEN

Abstract This publication contains guidelines for the creation and maintenance of institution authority files and for an authority file of country and region names to be used in the production of printed indexes. The guidelines are intended to be used in all types of information systems -- manual or computerized, stand-alone or cooperative, unilingual or multilingual. They include a description of authority files in general, their function in manual and computerized information systems, and their maintenance in a cooperative information system. The Institution Authority File (IAF) recommended for development-information systems is introduced with a description of its guiding principle, structure, and rules. The major part of the guidelines comprises procedures for creating and maintaining the IAF and a field-by-field guide to the IAF with rules for form of entry. In addition, an authority file for region and country names, referred to as a Geographical Authority File (GAF), is presented. Numerous annexes are appended, including sample MINISIS implementations of the IAF and GAF, sample completed IAF worksheets, a glossary, and a bibliography.

Résumé Cette publication porte sur les directives à suivre pour créer et tenir à jour les listes de vedettes d'institutions et de noms de pays et de régions qui servent à la production d'index imprimés. Ces directives sont applicables à tous les genres de systèmes d'information -- mécaniques ou informatisés, autonomes ou en collaboration, unilingues ou multilingues. Elles donnent une description générale des listes de vedettes, de leur fonction dans un système d'information mécanique et informatisé et de leur tenue à jour dans un système d'information en collaboration. La liste des vedettes d'institutions (LVI), qui est recommandée pour les systèmes d'information relatifs au développement, est présentée tout comme son principe directeur, sa structure et ses règles. Ces directives se composent essentiellement d'une façon de procéder pour créer et tenir à jour la LVI et d'un guide domaine par domaine de la LVI avec des règles sur la forme des entrées. La publication présente aussi une liste de vedettes de noms de pays et de régions, dite liste de vedettes géographiques (LVG). Il y a de nombreuses annexes, notamment un échantillon de l'application de la LVI et de la LVG dans MINISIS, un échantillon de feuilles de travail pour la LVI, un glossaire et une bibliographie.

Resumen Esta publicación contiene pautas para la creación y mantenimiento de listas de autoridad de institución y una lista de autoridad de país y región que puedan emplearse en la producción de índices impresos. Las pautas podrán ser usadas por todo tipo de sistemas de información -- manual o computarizado, individual o cooperativo, monolingüe o multilingüe. Ellas incluyen una descripción de las listas de autoridad en general, su función en los sistemas manuales o computarizados de información, y su mantenimiento en un sistema cooperativo de información. La Lista de Autoridad de Institución (LAI) recomendada para sistemas de información sobre desarrollo lleva una descripción de sus directrices, estructura y reglas. La mayoría de las pautas abarcan procedimientos para crear y mantener la LAI y una guía campo por campo de las reglas de entrada a esta lista. Se ofrece además una lista de autoridad de país y región, bajo la denominación de Lista de Autoridad Geográfica (LAG). Se incluyen numerosos anexos, entre ellos muestras de LAI y LAG en MINISIS, de hojas de trabajo de LAI completas, un glosario y una bibliografía.

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FOREWORD

At a meeting convened by the United Nations in June 1981* and attended by representatives from the regional economic commissions, the International Development Research Centre (IDRC) agreed to prepare a model manual, data base structure, and worksheet based on the evolution of development-information systems during the previous 6 years. This resulted in a document that was presented at the Technical Meeting on Common Methodologies held in Ottawa and Mont Ste. Marie, Canada, in November 1981. The information systems of all of the UN regional economic commissions were represented, as well as the Information Systems Unit of the UN Department of International Economic and Social Affairs, the Arab League, and the Bangladesh Institute of Development Studies -- some of these systems are fully operational and others are still in the design stage. The participants recommended that IDRC publish a manual incorporating the recommendations of the meeting, as well as guidelines related to authority files, indexing, and thesauri.

The resulting collection is entitled Recommended Methods for Development-Information Systems. The first volume+ was published in September 1982 and this publication is volume two.

In the Manual for the Preparation of Records in Development-Information Systems, it is recommended that cooperative development-information systems use authority files, in particular an institution authority file, to promote consistency for the purposes of information retrieval and the creation of printed indexes. When the manual was first reviewed at the Ottawa and Mont Ste. Marie technical meeting in 1981, the need was expressed for a set of guidelines for the creation and maintenance of an institution authority file, as well as of an authority file of country and region names to be used in the production of printed indexes. This publication -- Guidelines for the Building of Authority Files in Development-Information Systems -- is the result.

These guidelines are intended to be used in all types of information systems -- manual or computerized, stand-alone or cooperative, unilingual or multilingual. They include a description of authority files in general, their function in manual and computerized information systems, and their maintenance in a cooperative information system. As was the case with the Manual for the Preparation of Records for Development-Information Systems, these guidelines have been published to serve as a guide for the designers

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* Technical Expert Group Meeting on Common Indexing Tools, New York, 15-17 June 1981. Report of the Meeting. New York, Information Systems Unit, UN Department of International Economic and Social Affairs, 1981.

+ Morin-Labatut, Gisèle and Sly, Maureen. Manual for the Preparation of Records in Development-Information Systems. Ottawa, International Development Research Centre, 1982. (IDRC-TS40e)

of new systems and for those seeking to improve existing systems. Users are encouraged to follow them to the extent possible and, when deviations are needed, to try to limit these to those that will not affect the ability to exchange data. It is this exchangeability of data that is paramount if the world is to benefit from cooperation among development-information systems, thus allowing access to a greater spectrum of relevant information than any one system could hope to capture on its own.

Both of the authors have experience with the design of development-information systems. Maureen Sly was one of the authors of volume one of Recommended Methods for Development-Information Systems and is currently Head of Technical Services in IDRC's Library and Anne Di Lauro is a former employee of IDRC's Library and of the Information Systems Unit of the UN Department of International Economic and Social Affairs, where she was involved in establishing institution and geographical authority files. She is now a consultant living in Italy.

Martha B. Stone, Director
Information Sciences Division
International Development Research Centre

INTRODUCTION

The concept of authority files was introduced in the Manual for the Preparation of Records in Development-Information Systems(1) - volume one of Recommended Methods for Development-Information Systems. The manual recommends that cooperative development-information systems use authority files, in particular an institution authority file, to promote consistency for the purposes of information retrieval and the creation of printed indexes. When the manual was first reviewed at the Technical Meeting on Common Methodologies in Ottawa and Mont Ste. Marie, Canada, in November 1981, the need was expressed for a set of guidelines for the creation and maintenance of an institution authority file, as well as of an authority file of country and region names to be used in the production of printed indexes. The present publication - Guidelines for the Building of Authority Files in Development-Information Systems - is the result.

The first chapter of the guidelines describes authority files in general, their function in manual and computerized information systems, and their maintenance in a cooperative information system.

Chapter two introduces the kind of institution authority file (referred to as the IAF) recommended for development-information systems by describing its guiding principle, structure, and rules.

The major part of the guidelines, comprising the procedures for creating and maintaining the IAF, and the rules for form of entry in the IAF, is found in chapter 3.

Finally, a description of an authority file for country and region names, referred to as a Geographical Authority File (GAF), is presented in chapter four.

Although the implementation of the IAF and the GAF is not intended to be limited to any particular computer software, it was felt that the inclusion of descriptions of sample MINISIS* implementations would serve a useful purpose. These are found in annexes 5 and 6.

The guidelines are intended for use in information systems of all types - manual or computerized, stand-alone or cooperative, unilingual or multilingual.

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(1) Morin-Labatut, Gisèle and Sly, Maureen. Manual for the Preparation of Records in Development-Information Systems. Ottawa, Ont., International Development Research Centre, 1982. (IDRC-TS40e)

* MINISIS is a generalized information management package developed by IDRC. It runs on the Hewlett-Packard 3000 family of minicomputers.

CHAPTER 1 AUTHORITY FILES

1.1 What is an authority file?

An authority file is a tool for ensuring consistency among like elements in a bibliographic record. In creating and maintaining a bibliographic information system, the documentalist's task is to provide a means of access to the document collection, whether it be via a card catalogue, a printed index, or an on-line search, that will allow the user to find the required information in the fastest, most efficient, and most economical manner. For this reason, certain elements of the bibliographic record, whether in a manual or a computerized system, must be recorded in a standardized manner, producing what is often referred to in cataloguing rules as a uniform heading. For example, to enable the user to find all of the works by a particular author, or on a particular subject, or emanating from a particular meeting, or sponsored by a particular institution, the documentalist must enter the names of authors, subjects, meetings, and institutions in a uniform manner. If the University of Oxford were entered in some bibliographic records as University of Oxford and in others as Oxford University, with no cross references between the two forms of the name, the user would never find all of the works produced under the auspices of that university.

1.2 Kinds of authority files

From the above it can be seen that many different kinds of authority files can be created. A system might have all or some of the following kinds of authority files:

Personal name

Meeting name

Serial title

Institution name

Names of geographical areas

Subject (a subject headings list or a thesaurus)

The kinds of authority files an individual system will choose to implement will depend on the nature and circumstances of the system. For example, although it is essential (for the purposes of information retrieval and for creating printed indexes) that personal names be cited in a consistent manner, their control through an authority file might not be considered necessary in a country where authors tend to cite their names in a conventional manner or in a subject area where authors do not tend to use pseudonyms. But in a country like Nigeria, for example, where there is a great deal of variety in the way authors cite their names(2), a personal name authority file would be essential.

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(2) Bankole, Beatrice. Problems in Establishing a Name File for Nigerian Authors. International Cataloguing, v. 9, no. 2, Apr-June 1980. p. 19-20.

An authority file of meeting names would be extremely useful in a system containing a large number of items pertaining to conferences, congresses, symposia, etc. It would be particularly valuable in a computerized information system, where the use of a meeting name authority file would save considerable computer storage space (see section 1.4(a) below) while at the same time ensuring consistency in a printed meeting catalogue or index.

An authority file of serial titles could also serve to save storage space in a computerized information system containing a large number of periodical articles. In addition, it could be used to assist in the production of such in-house management tools as statistics on the number of articles selected from each journal.

It is highly recommended that an institution authority file be created for a development-information system. The recommended method for doing so is set out in chapters 2 and 3 of the guidelines. The creation of an authority file for country and region names is also recommended, particularly for multilingual systems, and the methodology for such a file is described in chapter 4. The use of a thesaurus for subject indexing in a development-information system is considered essential. Thesaurus building and maintenance will be treated in the third volume of Recommended Methods for Development-Information Systems.

1.3 Manual authority files

In a manual information system, an authority file usually takes the form of an alphabetically-arranged card file with entries for the established* form of names interfiled with those for cross references ("see" and "see also" references). These cards are normally interfiled with the other cards in the public catalogue.

1.4 Automated authority files

In a computerized information system, the authority file is usually a data base separate from the bibliographic data base but linked to it in a manner invisible to the user.** Each record in the authority file data base contains fields for the established form of the name together with other fields for cross references ("see" and "see also" references or other devices to show the relationship among names), and fields for housekeeping information, such as source of information and participating centre code.

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* That is, established for use in that particular system and determined according to a set of rules adopted by that system.

** Computerized systems might keep some of their authority files in a manual form. The decision would depend on the amount of computer storage space available and on whether or not sophisticated manipulation of the data is required.

The structure of an automated authority file and the kinds of links established between it and the bibliographic data base might allow for any or all of the following features:*

(a) **Economy of space**

Considerable computer storage space can be saved by linking fields containing long names (such as institution or meeting) to an authority file so that each name is stored in the system only once - in the authority file. Depending on the type of software being used, the link between the bibliographic data base and the authority file is achieved either by a method completely invisible to the documentalist, or by the use of a code that uniquely identifies each entry in the authority file. When a code is used, it is entered into the appropriate field of the bibliographic record instead of the full text of the name. The code might be numerical, such as the six-digit code used for institution described in chapter 2, or mnemonic, such as the two-letter country code described in chapter 4.

The link between the bibliographic data base and the authority file data base allows the full text of the name to appear in any printed output or on the screen of a computer terminal. It also permits sorting on the full text of the name for the creation of indexes.

For on-line retrieval, the search element might be the code, or significant words in the full text of the name.

(b) **Economy of time**

Automated authority files save the documentalist's time in several ways:

- In data entry, time is saved when only a code is required to be keyed in, instead of the text of a long name.
- Text that is stored only in the authority file needs to be verified and proofread only once, when the entry is first made in the authority file.
- When each name is stored only once in the system, any necessary changes to the data need to be made in only one computer record - the authority file record. The change will immediately be reflected in all appropriate records in the bibliographic data base.
- In information retrieval, the use of a thesaurus-type structure to retrieve related names saves considerable time that would otherwise be required to enter each element of the search strategy separately.

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* It should be noted that some of the features described in this section are neither necessary nor possible in all information systems. Their implementation would depend on the size and requirements of the system and the sophistication of its software.

(c) **Minimization of error**

Automated authority files can serve to minimize error at the point of data entry into the bibliographic data base.

- The entry of a code instead of a long string of text reduces the possibility of typing errors. It is also possible to introduce check digits into numerical codes to eliminate the possibility of transposing the numbers in the code, although this does not exclude the possibility of the documentalist erroneously selecting a code that is valid for another name.

- While a bibliographic record is being entered, a name controlled by an authority file (whether entered in full or as a code) can be checked by the system against the authority file and rejected if it is not found there, either because it contained an error or because an entry for the name had not been established. The system can then display a list of candidate correct entries allowing the documentalist to select the required one.

During data entry into the authority file data base itself, the system can check to ensure that all the cross references are reciprocal (e.g., in a thesaurus data base, that each term designated as a narrower term has a corresponding broader term, and vice versa).

(d) **Enhancement of information retrieval**

An authority file data base can serve an additional purpose by acting as an inverted file. In such an inverted file, each authority record holds the record numbers of the bibliographic records to which it is linked, thus allowing for direct and rapid access to those records in an on-line search.

An authority file can be so structured as to allow the user to search on an invalid form of the name and to retrieve the desired information immediately without having to be referred to the correct form of the name and entering the search term again. For example, when searching on personal name, entering a variant form of an author's name can automatically retrieve all works by the author, regardless of how the author's name is cited in his works.

Furthermore, the cross references in an automated authority file can be used in other ways in on-line retrieval to refine a search. In a thesaurus, the broader term/narrower term/related term relationships can be built into the structure of the thesaurus data base in such a way as to allow automatic retrieval on, for example, all the narrower terms of a subject, without the labour of typing the names of all the narrower terms. In a multilingual system, the thesaurus structure can also allow retrieval of all items on a particular subject, regardless of the language used for subject indexing.

Similarly, the relationship among institutions can be reflected in an on-line search if these relationships are built into the structure of an institution authority file. For example, one could retrieve all documents sponsored by the Food and Agriculture Organization of the United Nations (FAO), and the institutions operating under its auspices (i.e., its "narrower terms"), by using as the search element "NT FAO".

(e) **Automatic extraction of data for printed output**

During the production of library catalogues, subject bibliographies, or abstract journals, the cross references built into an authority file can be automatically extracted and interfiled with the headings. For example, cross references in an institution authority file can be incorporated automatically into the institution index to the library collection or of an abstract journal.

Example

International Livestock Centre for Africa
See also Centre International pour l'Elevage en Afrique

This feature has a disadvantage, however. Unless the system is capable of carrying out the required verification, in partial listings such as one issue of an abstract journal, the cross references are likely to lead the user to a heading not used in that particular issue. At least one system has decided that the advantage of being able to provide automatic cross references outweighs this disadvantage(3).

(f) **Data manipulation in a multilingual environment**

In a multilingual context, the use of an automated authority file provides a powerful tool for data manipulation.

- Multilingual subject and geographical indexes can be produced automatically using the links created among the names in the structure of the authority file. (More information on the creation of geographical indexes will be found in chapter 4.)

- In a shared cataloguing system, each user can choose the language in which it wishes to see a bibliographic record. For example, the National Library of Canada's automated authority files contain paired equivalents of subject headings in English and French. The user of the cataloguing data can choose to extract the record with either the English or the French version of the subject headings.

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(3) Franzmeier, G. Authority File for Corporate Authors in the German Serials Data Base. Current Trends in Serials Automation ed. by A.H. Helal and J.W. Weiss. Essen, Essen University Library, 1981. p. 60-67.

1.5 Authority files in a cooperative information system

In a cooperative information system, a group of information centres shares the work of bibliographic control in a particular area and shares the resulting information among its members. The centres might all be using computerized systems, or some might be using computerized systems and others manual systems. They might or might not all be using the same computer software. Regardless of the type of system used, the participants can work efficiently as a cooperative information system if they agree to follow a set of conventions for bibliographic description and, most importantly, for subject analysis.

Authority files play a prominent role in cooperative information systems, promoting information exchange by maintaining consistency across the data bases of the participating centres. At the same time, automated authority files can be designed to allow for any necessary local variations by acting as an interface between a form of name accepted by all the centres and a form of name required, for linguistic, political, or other reasons, in a particular participating centre.

In a cooperative information system, the question arises of responsibility for the maintenance of the authority files. Obviously, the authority files should be maintained centrally, by the coordinating centre, in order to eliminate duplication. The degree of autonomy allowed to each participating centre, however, will depend on the kind of authority file and the nature of the network.

For example, by its very nature, a thesaurus of subject descriptors must be controlled centrally. On the other hand, personal name and institution authority files lend themselves well to decentralized control in a system where each participating centre is responsible for reporting only those documents emanating from its own country, i.e., in a system following the territorial formula. In such a system, each participating centre would be responsible for establishing the names of its own area. New additions to the local authority files would also be added to the centrally-held authority file on a periodic basis. Of course, there will always be cases where works by a nonnational affiliated with a foreign institution will be found; to avoid the risk of duplication, such names would have to be checked against the centrally-held authority file to determine whether they have already been established.

In a system where codes corresponding to record numbers are assigned to names, each centre would be assigned its own block of numbers to be used for new entries. This would avoid delays caused by having to wait for the central agency to supply the next available number.

When there is no way of rationally dividing responsibility for personal names and institutions, central control of these authority files cannot be avoided. In such a case, procedures would need to be established to ensure that as little time as possible elapses between the time that the participating centre sends the new name to the coordinating centre and the moment it receives notification of its code.

Regardless of whether responsibility for the maintenance of personal name and institution authority files is shared or centralized, one centre should be responsible for receiving new data from the other centres, merging them into a central file, and redistributing them on a regular basis. How the data are contributed and redistributed will depend on the state of technology in the cooperative system. Participating centres may be using anything from worksheets to magnetic tape to satellite communications.

CHAPTER 2 INTRODUCTION TO THE INSTITUTION AUTHORITY FILE

2.1 General introduction

In a bibliographic information system, an institution authority file is a tool designed to provide the correct form of name for each institution* cited in a bibliographic record, whether the role of the institution be that of author, affiliation, sponsoring agency, funding agency, patent holder, or degree granter.

In a manual system, an institution authority file takes the form of an alphabetically arranged card file in which cards for established headings and cross references are interfiled.

In a computerized system, the institution authority file is a data base separate from the bibliographic data base. The advantages of automated authority files described in chapter one - economy of time, economy of computer storage space, and minimization of error - apply to automated institution authority files. If the computer software permits it, the enhancement of information retrieval using thesaurus-type devices can also be applied in an automated institution authority file.

2.2 The IAF

The remainder of this chapter introduces the institution authority file recommended for development-information systems by describing its guiding principle, its structure, and the main features of its rules for form of name. This particular kind of institution authority file will be referred to henceforth as the IAF.

The present guidelines for the construction and maintenance of the IAF were originally devised by the Library of the International Development Research Centre (IDRC) in 1977. They have since been refined through use - not only by IDRC itself, but also by other development-information systems.

The IAF has been designed for use with a computerized system, but it is equally suitable for a manual system.

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* The term "institution" is used to refer to any organization or group of persons that is identified by a particular name and that acts as an entity. It may be an association, business firm, international organization, nonprofit organization, government, research centre, laboratory, university, church, etc. (Based on the definition of a corporate body in the second edition of the Anglo-American Cataloguing Rules(4).)

In these guidelines, the term "institution" is used interchangeably with the term "body".

(4) Anglo-American Cataloguing Rules. 2nd ed. Chicago, American Library Association, 1978. p. 284.

2.3 Guiding principle

The guidelines are based on one unifying principle - that of exploiting the potential role of institution name in information retrieval, allowing the user to search on a combination of subject descriptors and a simplified form of institution name to find out, for instance, what a particular institution has produced in a particular field of study.

Examples

What is the United Nations Department of Technical Co-operation for Development doing in the field of water resources?

What work is being carried out by the International Planned Parenthood Federation on the subject of family planning education?

What is the UN family as a whole producing on the subject of improving the status of women in Third World countries?

This guiding principle, together with the need to create an institution authority file suitable for a multilingual system, affects the IAF in two ways - in its structure and in its rules for form of name.

2.4 Structure of the IAF

The IAF data base is designed to be used in conjunction with the model bibliographic record structure defined in the Manual for the Preparation of Records in Development-Information Systems(5).

Each record in the IAF data base describes one institution and contains all or some of the fields listed below. For convenience, MINISIS field tags have been used to identify the fields. A detailed description of a sample MINISIS implementation of the IAF is found in annex 5.

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(5) See footnote 1, p. 1.

The symbol (+) indicates a repeatable field, i.e., there may be more than one occurrence of the field, each of which is treated as a separate entity.

	K010	Institution authority code
	K020	Institution name
	K030	Institution city
	K040	Institution country code
	K050	Institution region code
+	K060	Other language version
+	K070	Broader term
+	K080	Narrower term
+	K090	See reference - invalid form
+	K100	See reference - subordinate body
+	K110	Former name
+	K120	Later name
+	K130	Notes
+	K140	Any table name
	K150	Participating centre code
	K160	Verification source
	K170	Date

Fields **K020 to K040** contain the essential data concerning the institution, i.e., its name and location. These are the fields that are extracted from the IAF and printed in the institution field of the bibliographic record.

Each institution is assigned a unique six-digit authority code which is entered in field **K010.** Its uniqueness is ensured by the fact that it corresponds to the computer-assigned record number in the IAF data base. A code of six digits was chosen because it allows a maximum of 999,999 records in the IAF data base, a sufficiently high limit for most systems.

The code serves:

- as the access point to each record in the IAF data base;
- as the linking element between the IAF and the bibliographic data base; and
- as a search element during on-line retrieval.

When an institution is being entered into a record in the bibliographic data base, only the six-digit code, and not the full name and location of the institution, is entered in the institution field.

Because of the link created between the bibliographic data base and the IAF, the full name "appears" in the bibliographic record in any printed output, or on the computer screen. (In a manual system, the code is not used and the full name of the institution is entered on the cataloguing worksheet.)

Field **K050** contains a two letter code indicating the major geographic region in which the institution is located (Africa, Latin America, etc.) and is used for the creation of indexes and for information retrieval.

Fields **K060 to K120** make up the cross references which are expressed in terms of broader and narrower terms, other language version, former name, later name, and two kinds of "see" reference.

The concept of hierarchical relationship among institutions, as expressed by the broader term/narrower term device, found in thesauri, has been introduced into the structure of the IAF in order to enhance retrieval possibilities.

Broader term (BT), in the context of the IAF, indicates the parent body of an institution that qualifies under the IAF rules* to have its own entry in the IAF.

Examples

Uyole Agricultural Centre Mbeya TZ
BT: Tanzania. Ministry of Agriculture TZ

Brace Research Institute Ste. Anne de Bellevue, Qué CA
BT: McGill University Montréal, Qué CA

Narrower term (NT), in the context of the IAF, indicates an institution that operates under the auspices of another institution and which qualifies under the IAF rules* to have its own entry in the IAF.

Examples

Tanzania. Ministry of Agriculture TZ
NT: Uyole Agricultural Centre Mbeya TZ

McGill University Montréal, Qué CA
NT: Brace Research Institute Ste. Anne de Bellevue, Qué CA
Macdonald College Ste. Anne de Bellevue, Qué CA

Field **K060** is used to enter other official language form(s) of the institution name. It can be used for information retrieval and for automatic generation of cross references in printed output.

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* See chapter 3, field K020, section 5.

Field **K090** is used to enter a variant form of the name of the institution, such as a version in a nonofficial language.

Field **K100** indicates subordinate bodies that, under the IAF rules, do not warrant a separate entry in the IAF.

Fields **K110** and **K120** are used to enter the former or later name of the institution, and field **K130** contains any necessary supplementary information concerning the institution - changes of name, mergers, splits, etc.

The information entered into fields K060, K070, K080, K110, and K120 takes the form of the six-digit code representing the name of the institution. This means that every institution entered as a broader term, narrower term, former name, later name, or other language version must also have its own record in the IAF data base. These codes are expanded to the full text of the institution name and location in printed copies of the IAF and when the information is being used to generate cross references in a bibliographic listing.

Field **K140** is included to allow the possibility of creating an "Any" table of like institutions that cannot be linked using the broader term/narrower term device. For example, a particular information system might find it useful to be able to search on "Any institution that comes under the auspices of the United Nations", using the search term "Any UN". Other possible groupings are "Any nongovernmental organization" ("Any NGO"), "Any consultancy firm", and "Any agricultural research centre".

Fields **K150 to K170** are what are known as "housekeeping fields". They indicate which participating centre either verified or asked for the establishment of a new institution name, the name of the reference work or person or organization that supplied the information, and the date on which the name was established.

2.5 Application of the IAF structure

The structure of the IAF data base allows for implementation at various levels of sophistication. At the highest level of sophistication, the fields containing names of related institutions (broader term, narrower term, other language version, former name, later name, and any table name) could be used for on-line searching in the same way as a multilingual thesaurus is used for subject retrieval. Thus, just as one could search on all narrower terms of the subject descriptor "food" and retrieve all records with the descriptors "canned food", "cereals", "dairy products", "fishery products", etc., regardless of the language used for indexing, so could one also search on all narrower terms of the institution name "FAO" and retrieve all records in which are cited the various centres around the world that operate under the auspices of the FAO, regardless of the language in which the institution name was cited in the bibliographic record.

Searching on an invalid form of the name, or on an earlier version of the name, could retrieve all items containing the established form of the name.

Some or all of these fields could be used to generate cross references in printed catalogues and indexes.

The IAF has not yet been implemented at this level of sophistication. The necessary structure is there, however, and it could be used if a particular information system wished to implement it.*

The level at which the IAF has been implemented, using MINISIS, allows on-line retrieval on the six-digit code or on significant words in the institution name. A computer printout showing the full text of broader terms, narrower terms, etc. serves to refer the documentalist to the correct form of entry and to refer the on-line searcher to other related institutions that might be useful for the search. Further information on a MINISIS implementation of the IAF will be found in annex 5.

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* Using MINISIS, data could be extracted from fields K060 to K120 to print cross references in a bibliographic index. However, as MINISIS at present supports only one thesaurus structure per application, and this is normally used for a thesaurus of subject descriptors, the implementation of thesaurus-type searching on institution is not possible for the present.

2.6 The IAF rules

Just as the structure of the IAF serves the purpose of promoting information retrieval, so the rules for form of institution name are designed to fulfill the same purpose.

The most prominent feature of the IAF rules is the concept of **single-level entry.** This means that separate records are not created in the IAF for divisions and branches of an institution. Only the parent body* is entered into (i.e., controlled by) the IAF, whereas subordinate bodies* may be entered into the bibliographic record in free form following the code for the parent body.

This feature serves three purposes:

1) It simplifies on-line retrieval by providing only one entry in the authority file per institution.

2) It reduces the maintenance of the IAF in that the documentalist no longer needs to keep track of and control organizational changes within institutions.

3) It reduces the amount of space required to store the IAF in the computer.

Another feature of the IAF rules is the provision for choosing all or some of the official language forms of an institution name, rather than only one, to make the IAF suitable for a multilingual system.

---

* For the purposes of the IAF rules, the term **parent body** is used to denote an institution that has departments, branches, divisions, etc. as well as one that has other bodies operating under its auspices. A parent body is referred to as a **broader term** when viewed in relation to a body that operates under its auspices, i.e., a **narrower term.** A narrower term has its own record in the IAF data base. The term **subordinate body** is used to denote a branch or division that does not operate independently of its parent body and that is located in the same city as the parent body, for example, a teaching department of a university.

2.7 Comparison of the IAF rules with other rules for form of corporate heading

A great deal of ink has flowed on the subject of the difficulty of arriving at a cohesive and unambiguous set of rules for determining the "correct" way of citing an institution name (or corporate heading as it is conventionally called) in a bibliographic record. The multitude of different cataloguing rules for corporate headings has been thoroughly examined by Eva Verona in her monograph Corporate Headings: Their Use in Library Catalogues and National Bibliographies(6), a study of which will show the reader how the great variety in attitudes towards the purpose of citing institution names has led to a lack of uniformity in national rules.

The difficulties inherent in citing institution names remain. The IAF rules do not claim to have found a way to solve them. They are simply a set of rules designed for a particular purpose and which thus have certain features that distinguish them from other rules for corporate headings that do not have the same purpose.

To illustrate how purpose affects rules for form of institution name, Eva Verona(7) remarks that there is no requirement to bring together in a card catalogue publications by a parent body and its various subordinate bodies, and she concludes that it is neither useful nor necessary for the alphabetical catalogue to reveal the hierarchical structure of a corporate body. As the IAF rules are based on the premise that computerized information retrieval is enhanced by the use of the relationships among institutions, it can easily be seen how the IAF rules will differ from rules that are not based on this premise.

In order to place the IAF rules in a context for documentalists already familiar with other cataloguing rules, a brief comparison will be made with two other sets of rules:

1) the Anglo-American Cataloguing Rules (AACR2)(8), the first edition of which was the starting point for the IAF rules; and

2) the recommendations of the IFLA Working Group on Corporate Headings(9), which are based on the work of Eva Verona and which aim to find an internationally acceptable set of conventions to facilitate international exchange of cataloguing data.

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(6) Verona, Eva. Corporate Headings: Their Use in Library Catalogues and National Bibliographies: a Comparative and Critical Study. London, IFLA Committee on Cataloguing, 1975.

(7) ibid., p. 78

(8) Anglo-American Cataloguing Rules. 2nd ed. Chicago, American Library Association, 1978. (Including 1983 revisions to rules 24.13 and 24.18)

(9) International Federation of Library Associations and Institutions. Form and Structure of Corporate Headings: Recommendations of the Working Group on Corporate Headings. London, IFLA International Office for UBC, 1980.

The features that distinguish the IAF rules from these two sets of rules are due, first, to the desire to promote institution name as an element in information retrieval and, second, to the recognition of the need for an institution authority file suitable for a multilingual system.

The differences between the IAF rules and the other rules thus lie chiefly in:

- their treatment of meetings;
- their treatment of subordinate bodies;
- their treatment of government bodies; and
- their treatment of language.

Apart from these differences, the form of institution name resulting from the application of the IAF rules will, in the majority of cases, be identical to that which would result from applying the IFLA recommendations and, in slightly fewer cases, AACR2.

2.7.1 Treatment of meetings

In their definitions of corporate bodies, both AACR2 and the IFLA recommendations include meetings, such as conferences and congresses. However, as the model bibliographic record structure defined in Manual for the Preparation of Records in Development-Information Systems(10) defines field B710 for "Meeting, conference, etc.", such meetings are not included in the IAF. If desired by a particular information system, meetings could be controlled through the creation of a separate meeting authority file.

2.7.2 Treatment of subordinate bodies

Both AACR2 and the IFLA recommendations state that a subordinate body should be entered under its own name unless its name is general in nature. Although the IAF rules might use the wording of the name as one of the elements in determining how it should be treated, they tend to place more emphasis on the function of the body. For example, according to the IFLA recommendations and AACR2, the library of the University of New Brunswick, which happens to be called the Harriet Irving Library, would be entered directly under its own name and not as a subheading under the name of its parent body. But if the same library were simply called Library or University Library, it would be entered as a subheading under University of New Brunswick. The IAF rules treat all faculties, schools and libraries of a university as subordinate to the parent body, and they therefore do not have their own record in the IAF. The name of the subordinate body, however, may be entered, at the discretion of the documentalist, in a subfield of the institution field in the bibliographic record.

---

(10) See footnote 1, p. 1.

The entries according to the three sets of rules would be as follows:

AACR2	Harriet Irving Library
IFLA	Harriet Irving Library (Fredericton, N.B.)
IAF	University of New Brunswick Fredericton, NB CA (followed in the bibliographic record itself with the name of the subordinate body)

The majority of subordinate bodies, however, do have names that are general in nature, and in the bibliographic record the name would be cited in the same way using the IAF rules as it would using AACR2 or the IFLA recommendations.

Example

AACR2	University of London. School of Pharmacy
IFLA	University of London. School of Pharmacy
IAF	University of London London GB (followed in the bibliographic record itself with the name of the subordinate body)

2.7.3 Treatment of government bodies

The IFLA recommendations have continued the practice found in the first edition of AACR(11) of distinguishing among government bodies according to their function, that is, in distinguishing between "organs" (administrative government bodies) and "nonorgans" (substantive government bodies) of territorial authorities(12). The IAF rules also make this distinction. This device, however, was abandoned in AACR2, producing a difference between AACR2, on the one hand, and the IAF rules and the IFLA recommendations, on the other hand.

2.7.4 Choice of language

When an institution has more than one official language version of its name, AACR2 instructs the documentalist to use English. The IFLA recommendation is to choose one of the official language versions. The IAF rules, however, aim to be suitable for a multilingual system (i.e., a system that serves groups of users speaking different languages), and they therefore allow for the establishment of the name in all or some of its official language versions, depending on the language(s) of the system.

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(11) Anglo-American Cataloguing Rules. Chicago, American Library Association, 1967.

(12) Form and Structure of Corporate Headings. p. 11.

CHAPTER 3 PROCEDURES AND RULES FOR THE IAF

3.1 Introduction

This chapter outlines the procedures for creating and amending entries in the IAF. It comprises:

- a description of the IAF worksheet;
- procedures for establishing new entries in the IAF;
- procedures for amending entries in the IAF; and
- a field-by-field guide to the IAF, including rules for form of entry.

It is assumed that the procedures are being followed by a computerized information system and that the appropriate computer programs have already been created. The rules relating to language form of institution name and city assume that a Latin alphabet character set is being used. Information systems using other character sets would need to adapt the rules relating to language to suit their own needs.

For convenience, the fields are identified by MINISIS field tags and mnemonics. A detailed description of a sample MINISIS implementation of the IAF is found in annex 5.

3.2 The IAF worksheet

On page 20 is reproduced a sample IAF worksheet printed on both sides of 12 x 18 cm (approximately 5 x 7 inch) card stock. This format is recommended as it facilitates temporary filing of completed worksheets prior to data entry and prior to the production of an updated printed listing of the IAF.

Should card stock not be available, however, a worksheet on paper filed in a looseleaf binder would be suitable. In either case, there is no necessity to keep the worksheets once the data have been entered and the printed listings updated.

Fields are entered on the worksheet in the same order as they are entered in the IAF data base. Repeatable fields are indicated by the symbol (+). Samples of completed IAF worksheets are found in annex 9.

IAF WORKSHEET

FRONT

Authority code (K010)		Status			
Institution name (K020)					
Institution city (K030)		Institution country code (K040)		Institution region code (K050)	
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)		Verified by	
Verification source (K160)		Date (K170)			

+indicates a repeatable field

3.3 Establishing new entries in the IAF

Before an institution can be entered on the cataloguing worksheet, the IAF must be consulted to determine the correct name of the institution and its authority code. The code is then copied into the appropriate field of the cataloguing worksheet.

Following are some sample entries from an alphabetical listing of the IAF:

Science Association of Nigeria Ikeja NG 004946

Sri Lanka. Ministry of Education LK 007271

Unesco Paris FR 001472

Unión Internacional de Protección a la Infancia Genève CH 006058

Université d'Abidjan Abidjan CI 008781

If the institution is not found in the IAF, it must be added to the IAF data base before the bibliographic record is entered.

The procedure for establishing a new entry in the IAF is as follows:

1) Verify, in reference sources, the correct form of the name of the institution and the nature of its relationship with other institutions. (See Rules for Form of Institution Name, section 1, in field K020, for examples of useful reference sources.)

2) Complete an IAF worksheet following the guidelines in section 3.5.

3) Create a record for the institution by entering the information on the IAF worksheet into the IAF data base. Copy the record number or internal sequence number (ISN), left-padded with zeros to make a six-digit number, into field K010 both in the computer record and on the IAF worksheet.

   Example

   Computer-supplied ISN: 6350

   Code entered in field K010: 006350

4) Enter the new code in the appropriate field on the cataloguing worksheet.

3.4 Amending entries in the IAF

As new entries are made in the IAF, it may be necessary to update older entries with additional information such as narrower terms, broader terms, former and later name, see references, and notes.

The following procedure is recommended for amending an IAF record, i.e., for correcting data in a particular field or for adding new data.

1) Print "CHANGE" clearly in the space marked "status" on the upper right-hand corner of the IAF worksheet.

2) Enter the authority code of the record to be amended in field K010.

3) As an additional means of identifying the record to be amended, enter the institution name in field K020. When field K020 is to be amended, enter both the existing and the amended version of the institution name in field K020, as in the following example:

   EXISTING: American Society for Testing Materials

   AMENDED: American Society for Testing and Materials

4) Complete all other fields that are to be amended, indicating clearly the changes that are to be made.

5) If the amendment is being reported to the coordinating centre of a cooperative information system, enter the participating centre code in field K150.

6) Enter the current date in field K170, and the initials of the documentalist in the space marked "verified by" on the back of the worksheet.

7) Do not enter fields other than those mentioned in points 1 to 6.

3.5 A field-by-field guide to the IAF

The remainder of this chapter comprises a field-by-field guide to the IAF. The title of each field consists of the field name, field tag, and mnemonic. Each field is described under the following headings:

Characteristics of the field

- whether the field is essential (i.e., a field that must be present in each record in the IAF) or mandatory (i.e., a field that must be entered if the information is applicable and available).

- whether the field is repeatable or nonrepeatable. A repeatable field is one that can have more than one occurrence, each of which is treated as a separate entry, e.g., the other language version field where more than one language version of an institution can be entered. A nonrepeatable field is one where all of the information is entered in a single occurrence, e.g., institution name.

Purpose of the field

Selection of data for the field

A **definition** where necessary

Data entry

- a detailed description of the data to be entered in the field, including rules for capitalization and punctuation, and rules for form of entry in the field.

NOTE: 1. The symbol ## is used in the examples as a delimiter to separate the occurrences in a repeatable field.

2. Depending on the capabilities of the system, any punctuation required at the end of fields may be computer-supplied and it is, therefore, not indicated in the rules for data entry.

3. In recognition of the probability that not all information systems will need to apply some rules in their entirety, alternative rules have been included in certain sections, particularly those relating to language of institution name and city. These are introduced by the heading "OPTION".

INSTITUTION AUTHORITY CODE	K010	ACODE

CHARACTERISTICS

Essential

Not repeatable

PURPOSE

Field K010 is used to enter the institution authority code. The authority code is a unique identifier of each entry in the IAF. It is also the linking element between the IAF and the institution field in the bibliographic data base.

The institution authority code corresponds to the internal sequence number (ISN), which is computer-supplied at the time the record is entered into the IAF data base.

NOTE: When a participating centre has been given responsibility for establishing entries in the IAF for institutions in its own country or region, and when it has been assigned a block of numbers to be used for its own entries for creating new records, the beginning ISN in the local copy of the IAF data base should be set at the lowest number in the assigned block of numbers.

DATA ENTRY

Enter the computer-supplied ISN in field K010 in both the computer record and on the IAF worksheet. If the ISN is a number less than 100 000, supply enough leading zeros to make it a six-digit number.

Example

Computer-supplied ISN: 6560

Enter in field K010: 006560

INSTITUTION NAME	K020	INAME

CHARACTERISTICS

Essential

Not repeatable

PURPOSE

Field K020 is used to enter the established form of the institution name.

DATA ENTRY

1) Follow the Rules for Form of Institution Name below.

2) Capitalize the first letter of each significant word in the name of the institution.*

3) For government bodies entered as a subheading under the name of a territorial authority, enter a period and a space following the name of the territorial authority.

Examples

Jamaica. Ministry of Education

Sind (Province). Department of Agriculture

4) Do not enter any periods or spaces in an acronym or a set of initials.

EXCEPTION: Retain spaces and periods in a set of initials in a personal name forming part of an institution name.

Examples

OECD

ASEAN

Unesco

but

A. N. Sinha Institute of Social Studies

5) Do not enter any punctuation at the end of the field unless the last word is an abbreviation.

---

* Although practices in capitalization vary for different languages, this rule has been adopted for the sake of convenience and consistency.

RULES FOR FORM OF INSTITUTION NAME

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RULES FOR FORM OF INSTITUTION NAME

1. General rule

1) Enter an institution in the IAF under its **official name** except when the rules that follow provide for:

   - entering it under its acronym (section 3);
   - entering in its place a higher body of which it is part (section 5); or
   - entering it as a subheading under the name of the government (territorial authority) or United Nations body to which it belongs (sections 8 and 9).

2) Consult reference sources to verify the official form of the name. Examples of useful reference sources are:

   - Europa Yearbook* (to identify the official languages of a country);
   - United Nations Handbook;*
   - World of Learning* (to distinguish between institutions attached to a university and regular university teaching departments);
   - Yearbook of International Organizations;*
   - national bibliographies;
   - items issued by the institution in its official language(s), such as publicity brochures and annual reports; and
   - items written about the institution.

---

* For full bibliographic details see entries 7, 32, 35 and 36 in the bibliography in annex 8.

2. Language

NOTE: For rules for choice of language for the names of government bodies, see sections 8.1.1 and 8.1.2; for rules for choice of language for United Nations bodies, see section 9.1.)

1) When there is more than one official language version of an institution name, establish a separate record for each and enter the other official language versions, as appropriate, in field K060 (examples 1 and 2).

   OPTION: For institutions that have official names in several languages, an information system may choose to establish a record for only those that correspond to the languages of the system (example 3).

2) When the official language version or one of the official language versions uses a non-Latin alphabet, transliterate the name whenever possible, using available international standards.*

   OPTION: When the only official name of an institution is in a non-Latin alphabet, an information system may choose to establish a record for a translation of the name into one of the languages of the system, rather than for a transliteration of it.

   Example

   Japan Productivity Center

   instead of Nihon Seisansei Hombu

3) When it is not possible to verify the official language version of the institution name, use the version found on the document in hand (example 5).

4) Enter a see reference in field K090 (see reference - invalid form) from any language version for which a separate record has not been made to each of the language versions established in the IAF (examples 3 and 4).

---

* Standards or draft standards of the International Organization for Standardization are available for the transliteration of the following scripts: Arabic, Chinese, Cyrillic, Greek, Hebrew and Japanese. For full bibliographic details, see the bibliography (annex 8) under International Organization for Standardization.

Example 1: Two official language versions

The official names of the institution are Canadian International Development Agency and Agence Canadienne de Développement International. Two IAF records will be created:

1st record

K020: Canadian International Development Agency

K060 (other language version): 001901 (authority code for Agence Canadienne de Développement International)

2nd record

K020: Agence Canadienne de Développement International

K060 (other language version): 000411 (authority code for Canadian International Development Agency)

Entries as they appear in an alphabetical listing of the IAF:

Agence Canadienne de Développement International Ottawa, Ont CA 001901
OTHER LANG: Canadian International Development Agency Ottawa, Ont CA

Canadian International Development Agency Ottawa, Ont CA 000411
OTHER LANG: Agence Canadienne de Développement International Ottawa, Ont CA

Example 2: Three official language versions

The official names of the institution are Biblioteca Nazionale Svizzera, Bibliothèque Nationale Suisse and Schweizerische Landesbibliothek. Three IAF records will be created:

1st record

K020: Biblioteca Nazionale Svizzera

K060 (other language version): 009675 ## 009676 (authority codes for French and German versions)

2nd record

K020: Bibliothèque Nationale Suisse

K060 (other language version): 009674 ## 009676 (authority codes for Italian and German versions)

3rd record

K020: Schweizerische Landesbibliothek

K060 (other language version): 009675 ## 009674 (authority codes for French and Italian versions)

Entries as they appear in an alphabetical listing of the IAF:

Biblioteca Nazionale Svizzera Bern CH 009674
OTHER LANG: Bibliothèque Nationale Suisse Bern CH
Schweizerische Landesbibliothek Bern CH

Bibliothèque Nationale Suisse Bern CH 009675
OTHER LANG: Biblioteca Nazionale Svizzera Bern CH
Schweizerische Landesbibliothek Bern CH

Schweizerische Landesbibliothek Bern CH 009676
OTHER LANG: Biblioteca Nazionale Svizzera Bern CH
Bibliothèque Nationale Suisse Bern CH

Example 3: Official language versions corresponding to languages of the system

The International Hotel Association has official names in English, French, and Spanish. English and Spanish are the languages of the system. The participating centre has chosen to make entries in the IAF for only the English and Spanish versions.

Record for English version

K020: International Hotel Association

K060 (other language version): 006516 (authority code for Asociación Internacional de Hostelería)

K090 (see reference - invalid form): Association Internationale de l'Hôtellerie

Record for Spanish version

K020: Asociación Internacional de Hostelería

K060 (other language version): 000889 (authority code for International Hotel Association)

K090 (see reference - invalid form): Association Internationale de l'Hôtellerie

Entries as they appear in an alphabetical listing of the IAF:

Asociación Internacional de Hostelería Paris FR
006516
OTHER LANG: International Hotel Association Paris FR

Association Internationale de l'Hôtellerie
SEE: Asociación Internacional de Hostelería Paris FR 006516
International Hotel Association Paris FR 000889

International Hotel Association Paris FR 000889
OTHER LANG: Asociación Internacional de Hostelería Paris FR

Example 4: One official language version

The name of the institution appears on the document as German Research Society. Reference sources indicate that the Society has only one official name, Deutsche Forschungsgemeinschaft.

K020: Deutsche Forschungsgemeinschaft

K090 (see reference - invalid form): German Research Society

Entries as they appear in an alphabetical listing of the IAF:

Deutsche Forschungsgemeinschaft Bonn DE 006175

German Research Society
SEE: Deutsche Forshungsgemeinschaft Bonn DE 006175

Example 5: Official language version not verified

The name of the institution appears on the document as Finnish Foundation for Alcohol Studies. The official name (i.e., the name in Finnish) could not be verified in reference sources.

K020: Finnish Foundation for Alcohol Studies

3. Acronyms

NOTE: Because certain international institutions are better known by their acronym than by their full name, it has been decided to enter well-known United Nations and other international bodies under their official acronym. The fact that some institutions have the same official acronym in each of their official languages (e.g., FAO), or retain the same acronym despite a change in the official name (e.g., UNICEF), means that the use of the acronym results in fewer entries in and simpler maintenance of the IAF.

1) Enter well-known United Nations and other international institutions under the appropriate language versions of their acronym, as found in annex 3.

2) To facilitate international exchange of information, do not use acronyms other than those in annex 3, except in cases where the only official name of an institution is an acronym.

Examples

Aslib

OXFAM

3) Do not enter periods or spaces within an acronym.

Example

OECD (not O.E.C.D. or O. E. C. D.)

4) Enter a see reference in field K090 (see reference - invalid form) from the full form of the name to the acronym.

Example

K020: PAHO

K090: Pan American Health Organization

4. Additions to names

If the name alone does not convey the idea of an institution, add, in parentheses, a suitable designation to further identify the name. Enter the designation in the language of the institution name. If this is not possible, enter the designation in one of the languages of the system.

Examples

J. Whitaker (Firm)

Jacques Esterel (Firme)

Socometal (Firma)

5. Subordinate bodies and narrower terms

NOTE: Section 5 constitutes general rules for the treatment of subordinate bodies and narrower terms. Detailed rules for the treatment of subordinate bodies and narrower terms of government bodies and of bodies of the United Nations system are found in sections 8 and 9 respectively.

5.1 Subordinate bodies

1) A subordinate body is a branch, division, department, or section of an institution located in the same city as the parent institution. Subordinate bodies include:

- a teaching department, school, or laboratory of a university;
- a library of a university, business firm, government department, or international body;
- a committee of a university or association;
- a division or branch of a government department; and
- a branch of an association.

Examples

Fakultas Sosial dan Politik, Universitas Tanjungpura Pontianak, Indonesia

University of Sydney Library

Medical Services Branch of the Department of National Health and Welfare, Canada

Education Division of the Special Libraries Association

2) Do not make a separate record for a subordinate body in the IAF. Enter in its stead the name of the parent body.

OPTION: An information system that contains a large number of documents from its own institution may wish to create separate entries in the IAF for the branches and divisions of that institution, that is, to treat the branches and divisions as narrower terms rather than as subordinate bodies.

3) Enter a see reference in field K100 (see reference - subordinate body) from subordinate bodies with distinctive names to the name of the parent body.

Example

K020: Australian National University

K100: John Curtin School of Medical Research

Entry as it appears in an alphabetical listing of the IAF:

John Curtin School of Medical Research
SEE PARENT: Australian National University
Canberra, ACT AU 000159

NOTE: The subordinate body may be entered in the institution field of the bibliographic record following the code for the parent body. This is done at the discretion of the documentalist, according to local guidelines or to guidelines established by the coordinating centre.

Example

Name as it appears on the document:

Division of Science and Technology Policies,
United Nations Educational, Scientific and
Cultural Organization

Entry in the IAF:

Unesco Paris FR 001472

Entry in the bibliographic record:

001472 Division of Science and Technology
Policies

5.2 Narrower terms

1) A narrower term is defined as a body that is attached to a parent body but that

- is in a different location from the parent body; or
- does not form an integral part of the parent body.

A narrower term receives its own entry in the IAF.

Narrower terms include:

- a division, branch, or office of an institution located in a different city or country from the parent body, e.g.,

  Commonwealth Scientific and Industrial Research Organization. Division of Human Nutrition Brisbane, Qld AU
  BT: Commonwealth Scientific and Industrial Research Organization Dickson, Canberra, ACT AU

- a research institute attached to or affilliated with a university (section 6), e.g.,

  Centro de Estudios Sociales y de Población San José CR
  BT: Universidad de Costa Rica San José CR

- an institute or laboratory that reports to a government body (section 8.2), e.g.,

  Tropical Development and Research Institute London GB
  BT: United Kingdom. Ministry of Overseas Development GB

- a centre or institute attached to or affiliated with an international organization (section 9.3), e.g.,

  Research and Training Centre on Human Reproduction Stockholm SE
  BT: WHO Genève CH

- a joint committee made up of representatives of two or more separate institutions (section 7), e.g.,

  Joint Committee for the Re-appraisal of the Red Cross Genève CH
  BT: International Committee of the Red Cross Genève CH
  League of Red Cross Societies Genève CH

- a joint program or project of an ongoing nature (usually with its own permanent office), e.g.,

  International Programme in Environmental Education Paris FR
  BT: Unesco Paris FR
  UNEP Nairobi KE

- in exceptional cases, a body that would normally be treated as a subordinate body but that is better known under its own name than under that of its parent, e.g.,

  International Energy Agency Paris FR
  BT: OECD Paris FR

2) Enter the name of the parent body in field K070 (broader term). In the record for the parent body, enter the name of the institution that is being treated as a narrower term in field K080 (narrower term).

Examples

1st record

K020: Institut du Sahel

K070 (broader term): 005449 (authority code for Comité Permanent Inter-Etats de Lutte contre la Sécheresse dans le Sahel)

2nd record

K020: Comité Permanent Inter-Etats de Lutte contre la Sécheresse dans le Sahel

K080 (narrower term): 006630 (authority code for Institut du Sahel)

Entries as they appear in an alphabetical listing of the IAF:

Comité Permanent Inter-Etats de Lutte contre la Sécheresse dans le Sahel Ouagadougou BF 005449
NT: Institut du Sahel Bamako ML

Institut du Sahel Bamako ML 006630
BT: Comité Permanent Inter-Etats de Lutte contre la Sécheresse dans le Sahel Ouagadougou BF

OPTION: In an information system that is not implementing the thesaurus structure of the IAF for information retrieval, it is not necessary to establish the broader term/narrower term relationship between the institution and its parent if the two bodies will file together in an alphabetical listing of the IAF.

Example

Université du Québec Ste. Foy, Qué CA 006296

Université du Québec à Chicoutimi Chicoutimi, Qué CA 006550

6. Universities

1) Consider a university faculty, school, department, library, laboratory, etc. located in the same city as the university to be a **subordinate body**, and make a record only for the name of the university in the IAF. Enter a see reference in field K100 (see reference - subordinate body) from a subordinate body with a distinctive name to the name of the university.

Example

K020: Carleton University

K100: Norman Paterson School of International Affairs

Entry as it appears in an alphabetical listing of the IAF:

Norman Paterson School of International Affairs
SEE PARENT: Carleton University Ottawa, Ont CA
000333

2) Consider a research institute attached to or affiliated with a university, but not an integral part of the university, to be a **narrower term.** Make a separate record for it in the IAF. Establish a broader term/narrower term relationship between the institute and the university.

Example

The Institute of Development Studies is listed in the World of Learning(13) as an institute attached to the University of Sussex in Falmer, Brighton, England.

K020: Institute of Development Studies

K070 (broader term): 002166 (authority code for University of Sussex)

In addition, the Institute of Development Studies is entered as a narrower term in the record for the University of Sussex:

K020: University of Sussex

K080 (narrower term): 000790 (authority code for the Institute of Development Studies)

Entries as they appear in an alphabetical listing of the IAF:

Institute of Development Studies Falmer, Brighton GB
000790
BT: University of Sussex Falmer, Brighton GB

University of Sussex Falmer, Brighton GB 002166
NT: Institute of Development Studies Falmer, Brighton GB

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(13) World of Learning. London, Europa Publications. Annual publication.

7. Joint committees, commissions, etc.

NOTE: For government joint commissions see the rules in section 8.2.

Make a separate record in the IAF for a joint committee, commission, or other body made up of representatives of two or more institutions. Establish broader term/narrower term relationships between the joint body and the parent institutions.

Example 1

1st record

K020: Joint Study Group of the International Federation of Gynecology and Obstetrics and the International Confederation of Midwives

K070 (broader term): 005317 ## 005268 (authority codes for the International Federation of Gynecology and Obstetrics and the International Confederation of Midwives)

2nd record

K020: International Federation of Gynecology and Obstetrics

K080 (narrower term): 006720 (authority code for Joint Study Group of the International Federation of Gynecology and Obstetrics and the International Confederation of Midwives)

3rd record

K020: International Confederation of Midwives

K080 (narrower term): 006720 (authority code for Joint Study Group of the International Federation of Gynecology and Obstetrics and the International Confederation of Midwives)

Entries as they appear in an alphabetical listing of the IAF:

International Confederation of Midwives London GB
005268
NT: Joint Study Group of the International Federation of Gynecology and Obstetrics and the International Confederation of Midwives XZ

International Federation of Gynecology and Obstetrics Genève CH 005317
NT: Joint Study Group of the International Federation of Gynecology and Obstetrics and the International Confederation of Midwives XZ

Joint Study Group of the International Federation of Gynecology and Obstetrics and the International Confederation of Midwives XZ 006720
BT: International Confederation of Midwives London GB
International Federation of Gynecology and Obstetrics Genève CH

Example 2

1st record

K020: Joint Commission on Neurology

K070 (broader term): 012345 ## 009876 (authority codes for American Neurological Association and American Academy of Neurology)

2nd record

K020: American Neurological Association

K080 (narrower term): 005524 (authority code for Joint Commission on Neurology)

3rd record

K020: American Academy of Neurology

K080 (narrower term): 005524 (authority code for Joint Commission on Neurology)

Entries as they appear in an alphabetical listing of the IAF:

American Academy of Neurology Minneapolis, MN US 009876
NT: Joint Commission on Neurology Minneapolis, MN US

American Neurological Association Minneapolis, MN US
012345
NT: Joint Commission on Neurology Minneapolis, MN US

Joint Commission on Neurology Minneapolis, MN US 005524
BT: American Academy of Neurology Minneapolis, MN US
American Neurological Association Minneapolis, MN US

EXCEPTION: If the parent bodies are subordinate bodies of a common parent body, make a record only for the common parent body. Enter a see reference in field K100 (see reference - subordinate body) from the name of the joint body to the name of the parent.

Example

The Joint Committee to Compile a List of International Subscription Agents is made up of representatives of three branches of the American Library Association.

K020: American Library Association

K100: Joint Committee to Compile a List of International Subscription Agents

Entry as it appears in an alphabetical listing of the IAF:

Joint Committee to Compile a List of International Subscription Agents
SEE PARENT: American Library Association
Chicago, IL US 000070

8. Government bodies

For the purposes of the IAF rules, bodies created or controlled by a government are divided into two main categories:

- those that exercise legislative, judicial, administrative, military, or diplomatic functions, such as parliaments, ministries, courts, armed forces, and embassies. For convenience, this category of government bodies will be referred to in the rules below as **administrative government bodies**; and

- those that carry out substantive activities in the educational, scientific, technical, cultural, social, medical, commercial, or industrial fields, such as schools, universities, libraries, theatres, museums, research centres, laboratories, and banks. For convenience, this category of government bodies will be referred to in the rules below (section 8.2) as **substantive government bodies.**

8.1 Administrative government bodies

Enter a government ministry or department or other agency through which the legislative, judicial, administrative, military, or diplomatic functions of government are exercised as a subheading under the name of the territorial authority.

Example

New Zealand. Ministry of Health

8.1.1 Name of territorial authority

1) To facilitate international exchange of information, names of territorial authorities should be cited as far as possible in the form used by the territory itself, except where the original form is in a non-Latin alphabet.

OPTION: A particular information system may choose to establish names of territorial authorities in one of the languages of the system rather than in the form used by the territory itself. The system should be aware, however, that such a decision would inhibit its participation in international information exchange programs.

A list of names of territorial authorities to be used in names of government bodies at the **national level** is found in annex 4. The list is ordered according to ISO country code(14) (annex 1).

The list has been drawn up according to the following formula:

a) The names correspond (apart from the exceptions in b and c below) to the short form of the "original" name(s) as found in IFLA's Names of States: an Authority List of Language Forms for Catalogue Entries(15).

Examples

Australia **not** Commonwealth of Australia

Brasil **not** República Federativa do Brasil

Côte d'Ivoire **not** République de Côte d'Ivoire

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(14) International Organization for Standardization. Codes for the Representation of Names of Countries. 2nd ed. Geneva, ISO, 1981. (ISO 3166)

(15) International Federation of Library Associations and Institutions. International Office for UBC. Names of States: an Authority List of Language Forms for Catalogue Entries. London, IFLA Office for UBC, 1981.

b) When the "original" form of the name is in a non-Latin alphabet, a translation of the name into the Latin-alphabet language best known in the country has been chosen, rather than a transliteration of the original form.

Examples

Bahrain **not** Al-Bahrain

Algérie **not** Djazairia

c) When the short form of the "original" name, or its translation, corresponds to one of the Latin-alphabet official languages of the United Nations (English, French, and Spanish), and when this form differs from the form "to be used for all ordinary purposes in the United Nations" (16), the United Nations form has been chosen.

Examples

United Republic of Tanzania **not** Tanzania

République Centrafricaine **not** Centrafrique

Libyan Arab Jamahiriya **not** Libya

2) When there is more than one official language form of the name of a territorial authority in more than one Latin-alphabet language, establish an entry in the IAF in each language.

Example

Switzerland has three official language versions of its name - Schweiz, Suisse, and Svizzera. Each name is used in conjunction with the appropriate language version of the government body (see section 8.1.2 below).

Schweiz. Politisches Departement

Suisse. Département Politique

Svizzera. Dipartimento Politico

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(16) United Nations. Department of Conference Services. Documentation, Reference and Terminology Section. Names of Countries and Adjectives of Nationality. New York, UN, 1984. (Terminology Bulletin no. 328) (ST/CS/SER.F/328)

3) Enter a see reference in field K090 (see reference - invalid form) from other well-known forms of the name to the name chosen.

Example

K020: United Republic of Tanzania

K090 (see reference - invalid form): Tanzania

Entry as it appears in an alphabetical listing of the IAF:

Tanzania
SEE: United Republic of Tanzania TZ 001402

4) For names of territorial authorities **below the national level** (provinces, states, cantons, counties, municipalities, etc.) it may be necessary for a particular system to prepare its own more detailed rules.

8.1.2 Name of ministry, department, etc.

1) Enter the official name of the government ministry, etc. following the name of the territorial authority.

Examples

Bolivia. Ministerio de Planeamiento y Coordinación

Cabo Verde. Ministério de Desenvolvimento Rural

Ethiopia. Ministry of Rural Development

Tunisie. Conseil National du Plan

2) When the official language version or one of the official language versions of the name is in a language using a non-Latin alphabet, transliterate the name whenever possible, using available international standards.*

OPTION: When the official name of the government ministry, etc. is in a non-Latin alphabet, an information system may choose to enter a translation of the name into the same language as that used for the name of the territorial authority, rather than a transliteration.

Example

Japan. Ministry of Agriculture and Forestry

rather than Japan. Norinsho

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* Standards or draft standards of the International Organization for Standardization are available for the transliteration of the following scripts: Arabic, Chinese, Cyrillic, Greek, Hebrew and Japanese. For full bibliographic details, see the bibliography (annex 8) under International Organization for Standardization.

3) When there is more than one official language version of the name of the territorial authority and of the ministry, make entries in the IAF according to the general guidelines for language in section 2.

Examples

Canada. Department of Communications

Canada. Ministère des Communications

8.1.3 State, provincial, and municipal administrative bodies

For state, provincial, and municipal government departments, add an appropriate qualifier in parentheses following the name of the territorial authority. Enter the qualifier in the language in which the name of the government department is written. If this is not possible, enter the qualifier in one of the languages of the system.

Examples

Bahia (Estado). Secretaria de Planejamento, Ciencia e Tecnologia

Bogotá (Ciudad). Departamento Administrativo de Planeación Distrital

California (State). Department of Consumer Affairs

Ottawa (City). Department of Community Development

Québec (Province). Ministère de l'Education

Québec (Ville). Conseil Municipal

Sind (Province). Department of Agriculture

Uttar Pradesh (State). Department of Social Welfare

8.1.4 Subordinate bodies of government ministries, departments, etc.

Consider branches, divisions, and units of government ministries and departments to be subordinate bodies and make a record only for the name of the ministry or department in the IAF.

Example

Institution as cited on the document:

US Department of Energy
Office of Solar Electric Technologies
Wind Energy Technology Division

KO2O: United States. Department of Energy

EXCEPTION: When certain government functions are grouped together for convenience under one ministry, so that the ministry is simply a hold-all for a nonhomogenous group of bodies, consider each body to be a narrower term and make a separate entry for each in the IAF. Establish broader term/narrower term relationships between the bodies and the ministry.

Example

The United States Department of the Interior is responsible for nationally owned public lands and natural resources, including land, water, and mineral resources; national parks and historic sites; recreation; and the administration of Indian lands. The Department of the Interior is thus composed of a number of nonrelated bureaus and offices including the Bureau of Mines, the Fish and Wildlife Service, and the Geological Survey.

Entries as they appear in an alphabetical listing of the IAF:

United States. Bureau of Mines US 001655
BT: United States. Department of the Interior US

United States. Department of the Interior US 001685
NT: United States. Bureau of Mines US
United States. Fish and Wildlife Service US
United States. Geological Survey US

United States. Fish and Wildlife Service US 002193
BT: United States. Department of the Interior US

United States. Geological Survey US 001696
BT: United States. Department of the Interior US

8.1.5 Government boards and commissions

NOTE: For commissions created by intergovernmental agreement see section 8.2.

Enter a board or commission as a subheading directly under the name of the territorial authority. If appropriate, establish a broader term/narrower term relationship with the government body to which the board or commission is attached.

Example

1st record

K020: Canada. Metric Commission

K070 (broader term): 000250 (authority code for Canada. Department of Industry, Trade and Commerce)

2nd record

K020: Canada. Department of Industry, Trade and Commerce

K080 (narrower term): 003459 (authority code for Canada. Metric Commission)

Entries as they appear in an alphabetical listing of the IAF:

Canada. Department of Industry, Trade and Commerce CA 000250
NT: Canada. Metric Commission CA

Canada. Metric Commission CA 003459
BT: Canada. Department of Industry, Trade and Commerce CA

8.1.6 Embassies, consulates, etc.

1) Enter an embassy, high commission, consulate, legation, or other continuing office representing one country in another as a subheading under the name of the government (territorial authority) represented. For example, the American Embassy in Singapore is entered as:

United States. Embassy (Singapore)

2) When the entry is for an embassy or legation, add, in parentheses, the name of the country in which it is located in the language form found in annex 4. When the country in which the embassy or legation is located has more than one official name, use the name in the language that corresponds to the language of the government represented. If this is not possible, use one of the languages of the system.

Examples

United Kingdom. Embassy (United States)

United States. Legation (Bulgaria)

Jugoslavija. Poslantsvo (United States)

Sri Lanka. High Commission (Canada)

Deutschland (Bundesrepublik). Gesandtschaft (Schweiz)

3) If the heading is for a consulate or other office, add, in parentheses, the name of the city in which it is located. Follow the guidelines for language of city name under field K030.

Examples

France. Consulat (Buenos Aires)

United Kingdom. Consulate (Cairo)

Canada. Consulate (Milano)

8.1.7 Delegations to intergovernmental bodies

Enter a delegation, commission, etc. representing a country in an international or intergovernmental body as a subheading under the name of the government (territorial authority) represented.

Examples

United States. Mission to the United Nations

Uruguay. Delegación en las Naciones Unidas

8.2 Substantive government bodies

1) Make separate records in the IAF for government bodies that carry out substantive activities in the educational, scientific, technical, cultural, social, medical, commercial, or industrial fields, such as schools, universities, libraries, theatres, museums, research centres, laboratories, authorities for the operation of utilities and industries, bodies created by intergovernmental agreement, and banks.

2) Enter such bodies directly under their own name.

3) If applicable, establish a broader term/narrower term relationship between the institution and the government body to which it reports.

Examples

Canada Institute for Scientific and Technical Information
Ottawa, Ont CA
BT: National Research Council Ottawa, Ont CA

National Science and Technology Authority Manila PH

Commonwealth Scientific and Industrial Research
Organization Dickson, Canberra, ACT AU

Biblioteca Nacional de Agricultura Brasília BR
BT: Brasil. Ministerio da Agricultura BR

Chemical Control Research Institute Ottawa, Ont CA
BT: Canada. Department of the Environment CA

National Institute of Education Washington, DC US
BT: United States. Department of Education US

International Joint Commission
BT: Canada. Department of External Affairs CA
United States. Department of State US

Canada-Manitoba Soil Survey CA
BT: Canada. Department of Agriculture CA
Manitoba (Province). Department of Agriculture
CA

Bangladesh Water and Power Development Authority Dhaka
BD

Banco Nacional de Cuba Habana CU

9. The United Nations system

Because of the complexity of the United Nations (UN) system, the following special rules have been defined for entering UN bodies in the IAF. The rules have been designed for use in conjunction with reference tools that describe the structure of the UN system. Following is a list of useful reference sources:

- Guide to United Nations Organization, Documentation and Publishing for Students, Researchers, Librarians*
- Basic Facts about the United Nations*
- United Nations Handbook*
- Yearbook of International Organizations*

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* For full bibliographic details see entries 10, 31, 32, and 36 in the bibliography (annex 8).

9.1 Language

Establish an entry in the IAF for UN bodies in each of the official Latin-alphabet languages of the UN - English, French, and Spanish.

OPTION: An information system may choose to establish only those language versions that correspond to the languages of the system.

Example

1st record

K020: United Nations University

K060 (other language version): 006294 ## 008872
(authority codes for French and Spanish versions)

2nd record

K020: Université des Nations Unies

K060 (other language version): 006292 ## 008872
(authority codes for English and Spanish versions)

3rd record

K020: Universidad de las Naciones Unidas

K060 (other language version): 006292 ## 006294
(authority codes for English and French versions)

Entries as they appear in an alphabetical listing of the IAF:

United Nations University Tokyo JP 006292
OTHER LANG: Université des Nations Unies Tokyo JP
Universidad de las Naciones Unidas Tokyo JP

Universidad de las Naciones Unidas Tokyo JP 008872
OTHER LANG: United Nations University Tokyo JP
Université des Nations Unies Tokyo JP

Université des Nations Unies Tokyo JP 006294
OTHER LANG: United Nations University Tokyo JP
Universidad de las Naciones Unidas Tokyo JP

9.2 Form of entry

For the purposes of the IAF, bodies of the United Nations system are divided into two types:

- those that are entered directly under their own official name or acronym;
- those that are entered as a subheading under UN or ONU.

9.2.1 United Nations bodies entered directly under their official name or acronym

1) Enter the following well-known UN bodies under the appropriate language version of their acronym.

NOTE: These acronyms are also included in the list in annex 3.

ACNUR — Oficina del Alto Comisionado de las Naciones Unidas para los Refugiados
Other lang: UNHCR, HCR

AIEA — Agence Internationale de l'Energie Atomique
Other lang: IAEA, OIEA

AIF — Asociación Internacional de Fomento
Other lang: IDA

BIT — Bureau International du Travail
Other lang: ILO, OIT

CEA — Commission Economique pour l'Afrique
Other lang: ECA, CEPA

CEAEO — Commission Economique pour l'Asie et l'Extrême-Orient
Other lang: ECAFE
Later name: CESAP

CEAO — Commission Economique pour l'Asie Occidentale
Other lang: ECWA, CEPAO

CEE — Commission Economique pour l'Europe
Other lang: ECE

CEPA — Comisión Económica para Africa
Other lang: ECA, CEA

CEPAL — Comisión Económica para América Latina y el Caribe
Other lang: CEPALC, ECLAC

CEPALC
Commission Economique pour l'Amérique Latine et les Caraïbes
Other lang: CEPAL, ECLAC

CEPAO
Comisión Económica para Asia Occidental
Other lang: ECWA, CEAO

CESAP
Commission Economique et Sociale pour l'Asie et le Pacifique
Other lang: ESCAP
Former name: CEAEO

CFI
Corporación Financiera Internacional
Other lang: IFC, SFI

CIJ
Cour Internationale de Justice
Corte Internacional de Justicia
Other lang: ICJ

CNUCED
Conférence des Nations Unies sur le Commerce et le Développement
Other lang: UNCTAD

ECA
Economic Commission for Africa
Other lang: CEA, CEPA

ECAFE
Economic Commission for Asia and the Far East
Other lang: CEAEO
Later name: ESCAP

ECE
Economic Commission for Europe
Other lang: CEE

ECLAC
Economic Commission for Latin America and the Caribbean
Other lang: CEPAL, CEPALC

ECWA
Economic Commission for Western Asia
Other lang: CEAO, CEPAO

ESCAP
Economic and Social Commission for Asia and the Pacific
Other lang: CESAP
Former name: ECAFE

FAO
Food and Agriculture Organization of the United Nations
Organisation des Nations Unies pour l'Alimentation et l'Agriculture
Organización de la Naciones Unidas para la Agricultura y la Alimentación

FMI
Fonds Monétaire International
Fondo Monetario Internacional
Other lang: IMF

FNUAP — Fonds des Nations Unies pour les Activités en Matière de Population
Fondo de las Naciones Unidas para Actividades en Materia de Población
Other lang: UNFPA

GATT — General Agreement on Tariffs and Trade
Accord Général sur les Tarifs Douaniers et le Commerce
Acuerdo General sobre Aranceles Aduaneros y Comercio

HCR — Haut Commissariat des Nations Unies pour les Réfugiés
Other lang: UNHCR, ACNUR

IAEA — International Atomic Energy Agency
Other lang: AIEA, OIEA

ICAO — International Civil Aviation Organization
Other lang: OACI

ICJ — International Court of Justice
Other lang: CIJ

IDA — International Development Association
Association Internationale de Développement
Other lang: AIF

IFC — International Finance Corporation
Other lang: SFI, CFI

ILO — International Labour Office
Other lang: BIT, OIT

International Labour Organisation
Other lang: OIT

IMCO — Inter-Governmental Maritime Consultative Organization
Other lang: OMCI, OCMI
Later name: IMO

IMF — International Monetary Fund
Other lang: FMI

IMO — International Maritime Organization
Other lang: OMI
Former name: IMCO

ITU — International Telecommunication Union
Other lang: UIT

OACI — Organisation de l'Aviation Civile Internationale
Organización de Aviación Civil Internacional
Other lang: ICAO

OCMI
Organización Consultiva Marítima Intergubernamental
Other lang: IMCO, OMCI
Later name: OMI

OIEA
Organismo Internacional de Energía Atómica
Other lang: IAEA, AIEA

OIT
Oficina Internacional del Trabajo
Other lang: ILO, BIT

Organisation Internationale du Travail
Organización Internacional del Trabajo
Other lang: ILO

OMCI
Organisation Intergouvernementale Consultative de la Navigation Maritime
Other lang: IMCO, OCMI
Later name: OMI

OMI
Organisation Maritime Internationale
Organización Marítima Internacional
Other lang: IMO
Former name: OMCI, OCMI

OMM
Organisation Météorologique Mondiale
Organización Meteorológica Mundial
Other lang: WMO

OMPI
Organisation Mondiale de la Propriété Intellectuelle
Organización Mundial de la Propiedad Intelectual
Other lang: WIPO

OMS
Organisation Mondiale de la Santé
Organización Mundial de la Salud
Other lang: WHO

ONU
Organisation des Nations Unies
Organización de las Naciones Unidas
Other lang: UN

ONUDI
Organisation des Nations Unies pour le Développement Industriel
Organización de las Naciones Unidas para el Desarrollo Industrial
Other lang: UNIDO

PNUD
Programme des Nations Unies pour le Développement
Programa de las Naciones Unidas para el Desarrollo
Other lang: UNDP

PNUE
Programme des Nations Unies pour l'Environnement
Other lang: UNEP, PNUMA

PNUMA
Programa de las Naciones Unidas para el Medio Ambiente
Other lang: UNEP, PNUE

SFI
Société Financière Internationale
Other lang: IFC, CFI

UIT
Union Internationale des Télécommunications
Unión Internacional de Telecomunicaciones
Other lang: ITU

UN
United Nations
Other lang: ONU

UNCRD
United Nations Centre for Regional Development
Centre des Nations Unies pour le Développement Régional
Centro de las Naciones Unidas para el Desarrollo Regional

UNCTAD
United Nations Conference on Trade and Development
Conferencia de las Naciones Unidas sobre Comercio y Desarrollo
Other lang: CNUCED

UNDP
United Nations Development Programme
Other lang: PNUD

UNEP
United Nations Environment Programme
Other lang: PNUE, PNUMA

Unesco
United Nations Educational, Scientific and Cultural Organization
Organisation des Nations Unies pour l'Education, la Science et la Culture
Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura

UNFPA
United Nations Fund for Population Activities
Other lang: FNUAP

UNHCR
Office of the United Nations High Commissioner for Refugees
Other lang: HCR, ACNUR

UNICEF
United Nations Children's Fund
Fonds des Nations Unies pour l'Enfance
Fondo de las Naciones Unidas para la Infancia

UNIDO
United Nations Industrial Development Organization
Other lang: ONUDI

UNITAR
United Nations Institute for Training and Research
Institut des Nations Unies pour la Formation et la Recherche
Instituto de las Naciones Unidas para la Formación Profesional y la Investigación

UNRISD	United Nations Research Institute for Social Development Institut de Recherche des Nations Unies pour le Développement Social Instituto de Investigaciones de las Naciones Unidas para el Desarrollo Social
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East Office de Secours et de Travaux des Nations Unies pour les Réfugiés de Palestine dans le Proche-Orient Organismo de Obras Públicas y Socorro de las Naciones Unidas para los Refugiados de Palestina en el Cercano Oriente
UPU	Universal Postal Union Union Postale Universelle Unión Postal Universal
WHO	World Health Organization Other lang: OMS
WIPO	World Intellectual Property Organization Other lang: OMPI
WMO	World Meteorological Organization Other lang: OMM

2) With the exception of the bodies entered under their acronym listed in 1) above, enter intergovernmental agencies, banks, institutes, teaching institutions, research centres, and other special bodies and programs of the United Nations directly under their official name, as illustrated in the examples below.

NOTE: Such names usually include the words United Nations, World, International, or Intergovernmental.

Examples

African Development Bank

Intergovernmental Oceanographic Commission

International Narcotics Board

International Trade Centre

Office of the United Nations Disaster Relief Coordinator

Statistical Institute for Asia and the Pacific

United Nations Capital Development Fund

United Nations Centre on Transnational Corporations

United Nations Council for Namibia

United Nations Habitat and Human Settlements Foundation

United Nations Institute for Disarmament Research

United Nations Joint Staff Pension Fund

United Nations University

United Nations Volunteers

World Bank

World Food Council

World Food Programme

World Tourism Organization

3) When applicable, establish a broader term/narrower term relationship between the body and its parent.

Example

1st record

K020: Statistical Institute for Asia and the Pacific

K070 (broader term): 003327 (authority code for ESCAP)

2nd record

K020: ESCAP

K080 (narrower term): 008800 (authority code for Statistical Institute for Asia and the Pacific)

Entries as they appear in an alphabetical listing of the IAF:

ESCAP Bangkok TH 003327
NT: Statistical Institute for Asia and the Pacific Tokyo JP

Statistical Institute for Asia and the Pacific Tokyo JP 008800
BT: ESCAP Bangkok TH

9.2.2 United Nations bodies entered as a subheading under UN or ONU

Enter the following organs of the UN, as illustrated in the examples below, as subheadings under the acronym UN (or ONU, if the name of the body is in French or Spanish).

EXCEPTION: If the official name of the body begins with the words "United Nations" (or contains the words "des Nations Unies" or "de las Naciones Unidas"), enter the body directly under its own name, without the heading UN or ONU.

Example

United Nations Capital Development Fund

Fonds d'Equipment des Nations Unies

Fondo de las Naciones Unidas para el Desarrollo de la Capitalización

NOTE: Bodies entered as a subheading under UN usually contain the words Committee, Commission, or Department.

1) **The General Assembly and bodies established by it**

NOTE: Do not make separate records in the IAF for the main, procedural, and standing committees of the General Assembly.

Example

Fifth Committee is entered as:

UN. General Assembly

Examples

UN. Committee on the Peaceful Uses of Outer Space

UN. Special Committee against Apartheid

UN. International Civil Service Commission

UN. Disarmament Commission

UN. Intergovernmental Committee for Science and Technology for Development

UN. Joint Inspection Unit

2) **The Security Council**

NOTE: Do not make separate records in the IAF for the committees of the Security Council.

Example

Arms Embargo Committee is entered as:

UN. Security Council

3) **The Economic and Social Council and its subsidiary bodies**

Examples

UN. Economic and Social Council

UN. Statistical Commission

UN. Population Commission

UN. Commission on Human Settlements

UN. Committee for Programme and Co-ordination

UN. Committee for Crime Prevention and Control

UN. Commission on the Status of Women

4) **Departments of the United Nations Secretariat**

Examples

UN. Department of International Economic and Social Affairs

ONU. Département de la Coopération Technique pour le Développement

UN. Department of Conference Services

9.3 Parts of the United Nations system treated as narrower terms

Consider the following types of UN bodies to be narrower terms and make a separate record for each in the IAF.

1) Divisions, offices, and centres of the UN Secretariat below the departmental level with their own substantive* programs. All such bodies are entered as subheadings directly under the acronym UN or ONU.

Establish a broader term/narrower term relationship between the division, office or centre and its parent body.

---

* A substantive program is one directly related to the purposes of the UN, rather than one dealing solely with administrative matters.

Examples

UN. Population Division New York, NY US
BT: UN. Department of International Economic and Social Affairs New York, NY US

UN. Statistical Office New York, NY US
BT: Department of International Economic and Social Affairs New York, NY US

ONU. Bureau de Statistique New York, NY US
BT: ONU. Département des Affaires Economiques et Sociales Internationales New York, NY US

2) Divisions and offices of the UN and of its special bodies and intergovernmental agencies located in a different city from the parent body.

Examples

WHO. Regional Office for the Western Pacific Manila PH
BT: WHO Genève CH

Unesco. Bureau Régional pour l'Education en Afrique Dakar SN
BT: Unesco Paris FR

FAO. Oficina Regional para América Latina Santiago CL
BT: FAO Roma IT

UN. Centre for Social Development and Humanitarian Affairs Wien AT
BT: UN. Department of International Economic and Social Affairs New York, NY US

UN. Genève CH

ONU. Genève CH

3) International institutes, centres, etc. established by the UN or its intergovernmental agencies.

Examples

International Reference Centre for Community Water Supply and Sanitation Rijswijk NL
BT: WHO Genève CH

International Bureau of Education Genève CH
BT: Unesco Paris FR

International Centre for Advanced Technical and Vocational Training Torino IT
BT: ILO Genève CH

9.4 Parts of the United Nations system treated as subordinate bodies

Consider the following types of body in the UN system to be subordinate bodies and do not give them separate entries in the IAF. (They may, however, be entered in the institution field of the bibliographic record following the code for the parent body. See note in section 5.1.)

OPTION: An information system that contains a large number of documents from the UN system may choose to create separate entries in the IAF for some of the types of body indicated below, i.e., to treat them as narrower terms rather than as subordinate bodies.

1) Branches, services, sections, and units of the UN Secretariat, as well as offices and divisions that do not have their own substantive program.

Examples

The Demographic and Social Statistics Branch of the UN Statistical Office is entered as:
UN. Statistical Office

The Remote Sensing Unit of the Natural Resources and Energy Division is entered as:
UN. Natural Resources and Energy Division

The Office of Financial Services of the Department of Administration, Finance and Management is entered as:
UN. Department of Administration, Finance and Management

2) All departments and divisions of UN special bodies and intergovernmental agencies (unless located in a different city from the parent).

Examples

The Programme Development and Planning Division of UNICEF is entered as:
UNICEF

The Division of Environmental Health of WHO is entered as:
WHO

The Animal Production and Health Division of FAO is entered as:
FAO

RULES FOR CHANGES IN INSTITUTION NAME

1. Major name changes, mergers, etc.

NOTE: For rules for change of location of an institution see Rules for Changes in Institution City in field K030.

1) When an institution makes a major change to its official name, retain the record in the IAF for the old name and create an additional record for the new name.

2) In the record for the old name add in field K120 (later name) the authority code for the new name of the institution. In the record for the new name, add in field K110 (former name) the authority code for the old name.

3) When the date of the name change is known, add the information in field K130 (notes). Avoid repeating unnecessarily information already entered in fields K110 and K120.

Example

The Overseas Book Centre in Ottawa changed it name in June 1983 to Canadian Organization for Development through Education.

Old record

K020: Overseas Book Centre

K120 (later name): 009984 (authority code for Canadian Organization for Development through Education)

K130 (notes): Name change occurred June 1983

New record

K020: Canadian Organization for Development through Education

K110 (former name): 007211 (authority code for Overseas Book Centre)

K130 (notes): Name change occurred June 1983

Entries as they appear in an alphabetical listing of the IAF:

Canadian Organization for Development through Education
Ottawa, Ont CA 009984
FORMER NAME: Overseas Book Centre Ottawa, Ont CA
Name change occurred June 1983

Overseas Book Centre Ottawa, Ont CA 007211
LATER NAME: Canadian Organization for Development through Education Ottawa, Ont CA
Name change occurred June 1983

4) For name changes involving mergers, splits, or other types of change requiring an explanation, supplement the information in the former name and later name fields with an explanatory note in field K130.

Example 1: Merger

New record

K020: Concordia University

K110 (former name): 008019 ## 008016 (authority codes for Sir George Williams University and Loyola College)

K130 (notes): Formed in 1974 by the merger of Sir George Williams University and Loyola College

Old record 1

K020: Sir George Williams University

K120 (later name): 005353 (authority code for Concordia University)

K130 (notes): In 1974 merged with Loyola College to become Concordia University

Old record 2

K020: Loyola College

K120 (later name): 005353 (authority code for Concordia University)

K130 (notes): In 1974 merged with Sir George Williams University to become Concordia University

5) When a series of name changes takes place, enter only the immediately preceding and/or immediately succeeding name in fields K110 and K120.

Example

1st record

K020: Canada. Department of Mines and Resources

K120 (later name): 000111 (authority code for Canada. Department of Mines and Technical Surveys)

K130 (notes): Name change occurred Jan. 1950

2nd record

K020: Canada. Department of Mines and Technical Surveys

K110 (former name): 000099 (authority code for Canada. Department of Mines and Resources)

K120 (later name): 000243 (authority code for Canada. Department of Energy, Mines and Resources)

K130 (notes): Name changes occurred Jan. 1950 and Oct. 1966

3rd record

K020: Canada. Department of Energy, Mines and Resources

K110 (former name): 000111 (authority code for Canada. Department of Mines and Technical Surveys)

K130 (notes): Name change occurred Oct. 1966 ## Although name appearing on publications is Energy, Mines and Resources Canada, this is official form of name

2. Slight changes of name

When only a slight change occurs in the name of an institution (i.e., where changes occur only in nonsignificant words such as articles, prepositions, and conjunctions), amend the existing record to reflect the new name. Enter the earlier version of the name in field K090 (see reference - invalid form).

NOTE: Consider a change in a significant word (e.g., a change from singular to plural) to be a major change as it could affect on-line retrieval.

Example

K020: American Society for Testing and Materials

K090: American Society for Testing Materials

INSTITUTION CITY	K030	ICITY

CHARACTERISTICS

Mandatory

Not repeatable

PURPOSE

Field K030 is used to enter the name of the city, or, if applicable, suburb and city, where the institution is located.

SELECTION

1) Do not enter field K030 for:

   a) a regional institution with no fixed headquarters;

      Example

      K020: International Network of Feed Information Centers

      K030: (blank)

   b) a government body entered as a subheading under the name of a territorial authority (see Rules for Form of Institution Name, section 8.2, in field K020);

      Example

      K020: Lesotho. Ministry of Agriculture

      K030: (blank)

   c) an institution whose city could not be determined. In such a case, enter an explanatory note in field K130.

2) When the address of the institution on the document or in reference sources includes both a suburb and a city, enter both suburb and city in field K030.

   Examples

   Kelvin Grove, Brisbane

   Diliman, Quezon City

   Legon, Accra

DATA ENTRY

1) Enter the name of the city, or suburb and city, where the institution entered in K020 is located.

2) Include such terms as "City", "Ciudad de", "DF", etc. where appropriate.

Examples

Quezon City

Ciudad de Valles

3) Do not enter any punctuation at the end of the field, even when the field ends with an abbreviation.

Examples

México, DF

Washington, DC

4) Enter the name of the city in the official language of the country in which it is located. The official languages of a country can be found in the Europa Yearbook(17) and the official names of cities in the Times Atlas(18).

Examples

Roma (Italian form of Rome)

Wien (German form of Vienna)

München (German form of Munich)

Praha (Czech form of Prague)

Köbenhavn (Danish form of Copenhagen)

Warszawa (Polish form of Warsaw)

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(17) Europa Yearbook: a World Survey. London, Europa Publications. Annual publication.

(18) Times Atlas of the World: Comprehensive Edition. 6th ed. London, Times Books, 1980.

When a country has more than one official language, choose, in order of preference, the version corresponding to:

- the language of the city
- the language of the system that is most appropriate for the user community.

Example

The city of Geneva is known in the three official languages of Switzerland as Genève (French), Genf (German) and Ginevra (Italian). The city is located in a French-speaking part of Switzerland.

KO30: Genève

OPTION: A particular information system may choose to enter city names in one of the languages of the system rather than in the language form used by the city itself.

5) Follow the name of the city with a qualifier (e.g., name of state or province) when it is the local practice to do so, as in Australia, Canada, and the United States. Use the official abbreviation of the qualifier (annex 2). Separate the qualifier from the city by a comma and a space.

Examples

Victoria, BC

Portland, OR

Newcastle, NSW

New York, NY

Montréal, Qué

RULES FOR CHANGES IN INSTITUTION CITY

1. Change of city name

When the name of the location or its spelling changes, update all records in the IAF to reflect the new form of the name.

Examples

Beijing (formerly Peking)

Dhaka (formerly Dacca)

Harare (formerly Salisbury)

2. Change of location of institution

1) When an institution moves to a new city, create a new record in the IAF.

2) Enter the authority code for the old record in field K110 (former name). In the old record, enter the authority code for the new record in field K120 (later name).

3) Always enter a note in field K130 of both records to show that the institution has changed location (i.e., to show that they are not two separate institutions).

Example

Old record

K020: ECWA

K030: Beirut

K120 (later name): 009999 (authority code for ECWA, Baghdad)

K130 (notes): Moved to Baghdad in 1982

New record

K020: ECWA

K030: Baghdad

K110 (former name): 005465 (authority code for ECWA, Beirut)

K130 (notes): Prior to 1982, located in Beirut

Entries as they appear in an alphabetical listing of the IAF

ECWA Baghdad IQ 009999
FORMER NAME: ECWA Beirut IR
Prior to 1982, located in Beirut

ECWA Beirut IR 005465
LATER NAME: ECWA Baghdad IQ
Moved to Baghdad in 1982

INSTITUTION COUNTRY CODE	K040	ICCODE

CHARACTERISTICS

Mandatory

Not repeatable

PURPOSE

Field K040 is used to enter the ISO two-letter country code representing the country in which the institution is located. The code corresponds to the city entered in field K030.

SELECTION

1) Do not enter field K040:

a) for regional and global institutions with no fixed headquarters;

Example

K020: International Network of Feed Information Centers

K030: (blank)

K040: (blank)

b) when the country in which the institution is located can not be determined. In such a case, enter an explanatory note in field K130.

DATA ENTRY

Enter the two-letter country code representing the country in which the institution is located (annex 1).

Example

K020: Institute of Social Studies

K030: New Delhi

K040: IN

INSTITUTION REGION CODE	K050	IRCODE

CHARACTERISTICS

Essential

Not repeatable

PURPOSE

Field K050 is used to enter the two-letter code for the region in which the institution is located. The region corresponds to the country code entered in field K040.

SELECTION

When the region in which the institution is located cannot be determined, enter the region code XZ. This ensures that the institution will be included when sorting is done by region code.

DATA ENTRY

1) Enter the two-letter code for the region corresponding to the country in which the institution is located (annex 1).

Example

K020: FAO

K030: Roma

K040: IT

K050: XE

2) Use the code XZ for institutions that have no fixed headquarters and which cover more than one region.

Example

K020: International Network of Feed Information Centers

K030: (blank)

K040: (blank)

K050: XZ

OTHER LANGUAGE VERSION	K060	ILANG

CHARACTERISTICS

Mandatory

Repeatable

PURPOSE

Field K060 is used to enter the other official language versions of the institution for which separate records have been established (see Rules for Form of Institution Name, section 2, in field K020).

NOTE: Do not enter in field K060 language versions for which a separate record has **not** been established. Such language versions are entered in field K090 (see reference - invalid form).

DATA ENTRY

1) Enter the six-digit authority code representing each other language version.

2) When entering the information on the IAF worksheet, add, in parentheses, enough information to identify the code for checking purposes. If there is more than one other language version, separate the occurrences with the symbol ##.

Examples

1st record

K020: International Development Research Centre

K060: 000524 (CRDI) ## 003503 (CIID)

2nd record

K020: Centre de Recherches pour le Développement International

K060: 003503 (CIID) ## 000711 (IDRC)

3rd record

K020: Centro Internacional de Investigaciones para el Desarrollo

K060: 000711 (IDRC) ## 000524 (CRDI)

BROADER TERM	K070	BT

CHARACTERISTICS

Mandatory

Repeatable

PURPOSE

Field K070 is used to enter the parent body of the institution entered in K020. The parent body also has its own record in the IAF (see Rules for Form of Institution Name, section 5.2, in field K020).

DATA ENTRY

1) Enter the six-digit authority code representing the parent body of the institution entered in field K020.

2) When entering the information on the IAF worksheet, add, in parentheses, enough information to identify the name for checking purposes. Separate multiple occurrences with the symbol ##.

Example

K020: African Regional Aquaculture Centre

K070: 000603 (FAO) ## 001471 (UNDP)

NARROWER TERM	K080	NT

CHARACTERISTICS

Mandatory

Repeatable

PURPOSE

Field K080 is used to enter the institutions which are narrower terms of the parent body entered in field K020, and which have their own record in the IAF (see Rules for Form of Institution Name, section 5.2, in field K020).

DEFINITION

A narrower term is an institution that is attached to a parent body but that

- is in a different location from the parent body; or
- does not form an integral part of the parent body.

DATA ENTRY

1) Enter the six-digit authority code representing the narrower term of the institution entered in field K020.

2) When entering the information on the IAF worksheet, add, in parentheses, enough information to identify it for checking purposes. Separate multiple occurrences with the symbol ##.

Example

K020: OECD

K080: 000373 (CERI) ## 006563 (Int. Energy Agency)

SEE REFERENCE - INVALID FORM	K090	SEEINV

CHARACTERISTICS

Mandatory

Repeatable

PURPOSE

Field K090 is used to enter variant forms of the institution name to refer the user to the established form of the name entered in field K020.

SELECTION

1) Make a see reference - invalid form from:

a) an acronym to the full form of the name, or vice versa;

Example 1

K020: Centro Latinoamericano de Demografía

K090: CELADE

Example 2

K020: WHO

K090: World Health Organization

b) a language version for which a separate record has not been established;

Example

K020: Deutsche Forschungsgemeinschaft

K090: German Research Society

c) any other variant form of the name that might be known by the user.

Example

K020: European Co-ordination Centre for Research and Documentation in Social Sciences

K090: Vienna Centre

2) Do not make a see reference - invalid form from subordinate bodies. These are entered in field K100 (see reference - subordinate body).

DATA ENTRY

1) Enter each see reference - invalid form in a separate occurrence of field K090. When entering the information on the IAF worksheet, separate multiple occurrences by the symbol ##.

Example

K020: UIT

K090: Union Internationale des Télécommunications ##
Unión Internacional de Telecomunicaciones

2) Capitalize the first letter of each significant word in the name.

3) Do not enter spaces or periods within an acronym.

EXCEPTION: Retain spaces and periods in a set of initials in a personal name forming part of an institution name.

4) Do not enter any punctuation at the end of the field even if the last word is an abbreviation.

5) Do not add a country or region code.

6) When necessary to differentiate the institution from another entry in the IAF, add the name of the city, separated by a comma and a space.

Examples

1st record

K020: Centre International du Droit des Affaires

K090: CIDA, Paris

2nd record

K020: Canadian International Development Agency

K090: CIDA, Ottawa, Ont

Entries as they appear in an alphabetical listing of the IAF:

CIDA, Ottawa, Ont
SEE: Canadian International Development Agency
Ottawa, Ont CA 000411

CIDA, Paris
SEE: Centre International du Droit des Affaires
Paris FR 006144

SEE REFERENCE - SUBORDINATE BODY	K100	SEESUB

CHARACTERISTICS

Mandatory

Repeatable

PURPOSE

Field K100 is used to enter the name of a subordinate body that has not been given its own entry in the IAF (see Rules for Form of Institution Name, section 5.1, in field K020).

DEFINITION

A subordinate body is a branch, division, department, or section of an institution located in the same city as the parent institution.

SELECTION

1) Enter only subordinate bodies whose names are distinctive enough to be looked for by a user.

Example 1

K020: Carleton University

K100: Norman Paterson School of International Affairs

Example 2

K020: United States. Department of Health, Education and Welfare

K100: United States. Division of Health Evaluation

2) Do not enter variant forms of the institution name in field K100. These are entered in field K090 (see reference - invalid form).

DATA ENTRY

Follow the guidelines for data entry in field K090.

FORMER NAME	K110	FORMER

CHARACTERISTICS

Mandatory

Repeatable

PURPOSE

Field K110 is used to enter the former name(s) of the institution entered in field K020 (see Rules for Changes in Institution Name in field K020 and Rules for Changes in Institution City in field K030).

DATA ENTRY

1) Enter the six-digit authority code representing the former name.

2) When entering the information on the IAF worksheet, add, in parentheses, enough information to identify the name for checking purposes. Separate multiple occurrences with the symbol ##.

Example

K020: ESCAP

K110: 000571 (ECAFE)

3) When a body has been formed by a merger, enter each of the former institutions in field K110.

Example

Concordia University was formed by the merger of Sir George Williams University and Loyola College.

K020: Concordia University

K110: 008019 (Sir G. Williams Univ.) ## 008016 (Loyola College)

4) When a series of name changes occurs, enter only the immediately preceding former name in field K020.

Example

1st record

K020: Canada. Department of Energy, Mines and Resources

K110: 000111 (authority code for Canada. Department of Mines and Technical Surveys)

2nd record

K020: Canada. Department of Mines and Technical Surveys

K110: 000099 (authority code for Canada. Department of Mines and Resources)

LATER NAME	K120	LATER

CHARACTERISTICS

Mandatory

Repeatable

PURPOSE

Field K120 is used to enter the later name(s) of the institution entered in field K020. This information is normally added at the time that a new record is being created for the later name (see Rules for Changes in Institution Name in field K020 and Rules for Changes in Institution City in field K030).

DATA ENTRY

1) Enter the six-digit authority code representing the later name.

2) When entering the information on the IAF worksheet, add, in parentheses, enough information to identify the name for checking purposes. Separate multiple occurrences with the symbol ##.

Examples

K020: ECAFE

K120: 003327 (ESCAP)

3) When a body splits to form several bodies, enter each new institution in field K120.

Example

K020: UN. Department of Economic and Social Affairs

K120: 007348 ## 007347 (authority codes for UN. Department of International Economic and Social Affairs and UN. Department of Technical Co-operation for Development)

4) When a series of name changes occur, enter only the immediately following later name.

Example

1st record

K020: Canada. Department of Mines and Resources

K120: 000111 (authority code for Canada. Department of Mines and Technical Surveys)

2nd record

K020: Canada. Department of Mines and Technical Surveys

K120: 000243 (authority code for Canada. Department of Energy, Mines and Resources)

NOTES	K130	NOTES

CHARACTERISTICS

Mandatory

Repeatable

PURPOSE

Field K130 is used to enter in free form any necessary information about the institution that can not be expressed in the other fields, such as date of change of name, details concerning a merger or split, change in location, or clarification of official name.

DATA ENTRY

1) Enter each note in a separate occurrence of field K130. When entering the information on the IAF worksheet, separate several notes by the symbol ##.

2) Capitalize the first word in the note and significant words in the names of institutions.

3) Do not enter any punctuation at the end of the note even if it ends with an abbreviation.

Example 1

K020: UN. Department of Economic and Social Affairs

K120 (later name): 007348 (DIESA) ## 007347 (DTCD)

K130: Department split in two under reorganization in 1978

Example 2

K020: Canada. Department of Agriculture

K130: Although this is its official name, uses the form Agriculture Canada on its publications

Example 3

K130: Changed location in 1978 ## Changed name in 1982

ANY TABLE NAME	K140	ANY

CHARACTERISTICS

Mandatory

Repeatable

PURPOSE

Field K140 is used by systems that have implemented thesaurus-type retrieval on institution. It serves to enter one or more categories to which the institution belongs, such as United Nations family, consultancy firm, or other category that cannot be expressed using the broader term/narrower term relationship. Each system will establish "any table" categories according to its needs. These will usually be in abbreviated form.

DEFINITION

In the IAF, an any table is a list of institutions that a particular information system has chosen to group together for convenience in on-line retrieval.

DATA ENTRY

1) Enter the any table name as found in the list of any table names established by the system.

2) When the institution belongs to more than one "any table" category, separate the occurrences with the symbol ##.

Example 1

The system has established an "any table" category for bodies belonging to the United Nations system.

K020: International Reference Centre for Community Water Supply and Sanitation

K140: UN

Example 2

The system has established an "any table" category for nongovernmental organizations.

K020: International Union of Local Authorities

K140: NGO

PARTICIPATING CENTRE CODE	K150	PARTC

CHARACTERISTICS

Mandatory

Not repeatable

PURPOSE

In a cooperative information system, field K150 is used to enter the code of the participating centre that either requested the establishment of the institution in the IAF, or established it and contributed it to the centrally held IAF.

The participating centre code is assigned when the centre becomes a member of the cooperative information system.

DATA ENTRY

Enter the participating centre code in field K150.

Examples

MR

52

CAID

VERIFICATION SOURCE	K160	VERIF

CHARACTERISTICS

Mandatory

Not repeatable

PURPOSE

Field K160 serves to enter the information source that provided the established form of the name entered in field K020. Each system will establish its own abbreviations for commonly used reference sources.

DATA ENTRY

1) Enter the source in field K160.

2) Do not enter any punctuation at the end of the field.

3) If there is more than one source of information, separate the two elements by a period and two spaces.

Examples

Europa, 1983, p. 982. Phone call to Embassy 1984-05-03

UN Hbk, 1983, p. 48

WOL, 1982-83, p. 629

YIO, 1983/84, B2622g

Its charter, 1983

Phone call to institution 1983-07-16

NOTE: In the examples above the meanings of the abbreviations are as follows:

Europa - Europa Yearbook

UN Hbk - United Nations Handbook

WOL - World of Learning

YIO - Yearbook of International Organizations

For full bibliographic details see entries 7, 32, 35, and 36 in the bibliography in annex 8.

DATE	K170	CDATE

CHARACTERISTICS

Mandatory

Not repeatable

PURPOSE

Field K170 is used to enter the date on which the IAF worksheet is completed.

DATA ENTRY

Enter the date using the standard ISO format(19) YYYY-MM-DD, where

YYYY = year

MM = month

DD = day

Example

1984-10-01

(19) International Organization for Standardization. Writing of Calendar Dates in All-Numeric Form. Geneva, ISO, 1976. (ISO 2014)

CHAPTER 4 GEOGRAPHICAL AUTHORITY FILE

4.1 What is a GAF?

In a bibliographic information system, a GAF (geographical authority file) is a tool for maintaining a standardized form of name for countries and regions for the purpose of creating indexes to the abstract journals, accessions lists, and other printed outputs of the system.*

Unlike the standardized form of country name (i.e., territorial authority), based on the original form of the name in the language of the country itself, recommended for names of government bodies in the Institution Authority File (chapter 3), the country and region names entered in a GAF are normally in the language form or forms most suitable for the users of the information system, i.e., in the language(s) of the system. For example, in a unilingual Spanish information system, Morocco would always appear in geographical indexes as Marruecos.

This chapter discusses geographical authority files in general, without recommending any one particular format. A sample MINISIS implementation of a GAF is described in annex 6.

4.2 A manual GAF

In a manual information system, the GAF is a simple list or card file containing the names of countries and regions in the form chosen for the system, together with see references from variant forms. A manual system might choose simply to use an already established authority list such as Names of Countries and Adjectives of Nationality(20), which lists all of the member countries of the United Nations in the form to be used in official United Nations documents in English, French, and Spanish, or IFLA's Names of States(21).

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* A GAF can also be used to enhance on-line retrieval. However, systems using a thesaurus normally prefer to use the thesaurus terms for on-line retrieval of country and region names. It is simpler and quicker to combine geographical descriptors with other subject descriptors when they are all in the same authority file.

(20) See footnote 16, p. 43.

(21) See footnote 15, p. 42.

4.3 An automated GAF

In a computerized information system, an automated GAF is a data base separate from the bibliographic data base. The two data bases are linked via a geographical code that uniquely identifies each country and region in the GAF and is entered into the bibliographic record instead of the full name of the country or region. The code can be of any type, but, for the purposes of international exchange of information, the ISO two-letter codes and DEVSIS region codes (annex 1) are recommended.

Besides saving computer storage space and economizing on time required for data entry, the use of a geographical code in combination with a GAF provides a great deal of flexibility in the creation of printed output.

The fields contained in the GAF will depend on the requirements of the particular system using it. For example, a unilingual English system that has chosen to sort its geographical indexes alphabetically by region and subsort them alphabetically by country would require the following fields:

Geographical code

Expansion of code

Name of corresponding region

In addition, the system may decide to include a field for a see reference from a variant form of the country name to the form chosen for use in the system.

Example

Geographical code: TZ

Expansion of code: United Republic of Tanzania

Name of corresponding region: AFRICA

See reference: Tanzania

Entry as it would appear in a geographical index:

AFRICA

Tanzania **see** United Republic of Tanzania

United Republic of Tanzania

4.4 A GAF in a multilingual system

One of the requirements of a multilingual system is the provision of indexes, when applicable, in each of the languages of the system. However, the provision of multilingual geographical indexes is often avoided by providing instead an index using geographical codes as the headings and by including in the publication a key to the codes in each of the languages of the system. A minimum set of GAF fields required by a system that has chosen to sort its geographical indexes by region code and subsort them by country code would be:

Geographical code

Corresponding region code

Corresponding region header

Example

Geographical code: HV

Corresponding region code: XA

Corresponding region header: AFRICA/AFRIQUE

Entry as it would appear in the geographical index:

XA AFRICA/AFRIQUE

HV

However, geographical indexes sorted by code are cumbersome to use. In a multilingual system, geographical indexes are more user-friendly when there is an index in each of the languages of the system. Such indexes can be created very easily using an automated GAF.

For example, a trilingual information system that uses English, French, and Spanish as the languages of the system, and that has chosen to sort its geographical indexes by region and subsort by country, would require the following fields for its GAF:

Geographical code

Name of country in English

Name of corresponding region in English

Name of country in French

Name of corresponding region in French

Name of country in Spanish

Name of corresponding region in Spanish

The system may also wish to include fields for see references in each language of the system.

Example

Geographical code: KR

Name of country in English: Republic of Korea

Name of corresponding region in English: ASIA AND THE PACIFIC

Name of country in French: République de Corée

Name of corresponding region in French: ASIE ET PACIFIQUE

Name of country in Spanish: República de Corea

Name of corresponding region in Spanish: ASIA Y EL PACIFICO

See reference in English: Korea, South

See reference in French: Corée du Sud

See reference in Spanish: Corea del Sur

Entries as they would appear in each of the three indexes:

English index

ASIA AND THE PACIFIC

Korea, South **see** Republic of Korea

Republic of Korea

French index

ASIE ET PACIFIQUE

Corée du Sud **voir** République de Corée

République de Corée

Spanish index

ASIA Y EL PACIFICO

Corea del Sur **véase** República de Corea

República de Corea

ANNEX 1: COUNTRY AND REGION CODES

Sources: International Organization for Standardization. Codes for the Representation of Names of Countries. 2nd ed. Geneva, ISO, 1981. (ISO 3166)

DEVSIS Study Team. DEVSIS: the Preliminary Design of an International Information System for the Development Sciences. Ottawa, International Development Research Centre, 1976. p. 188-192. (IDRC-065e)

Regions

Global	XZ
Africa	XA
Asia and the Pacific	XP
Europe	XE
Latin America	XL
North America	XN
Western Asia	XW

Countries

Country	Country Code	Region Code
Afghanistan	AF	XP
Albania	AL	XE
Algeria	DZ	XA
American Samoa	AS	XP
Andorra	AD	XE
Angola	AO	XA
Anguilla	AI	XL
Antarctica	AQ	
Antigua	AG	XL
Argentina	AR	XL
Australia	AU	XP
Austria	AT	XE

Country	Country Code	Region Code
Bahamas	BS	XL
Bahrain	BH	XW
Bangladesh	BD	XP
Barbados	BB	XL
Belgium	BE	XE
Belize	BZ	XL
Benin	BJ	XA
Bermuda	BM	XN
Bhutan	BT	XP
Bolivia	BO	XL
Botswana	BW	XA
Bouvet Island	BV	
Brazil	BR	XL
British Indian Ocean Territory	IO	XP
British Virgin Islands	VG	XL
Brunei	BN	XP
Bulgaria	BG	XE
Burkina Faso	BF	XA
Burma	BU	XP
Burundi	BI	XA
Byelorussian SSR	BY	XE
Cameroon, United Republic of	CM	XA
Canada	CA	XN
Canton and Enderbury Islands	CT	XP
Cape Verde	CV	XA
Cayman Islands	KY	XL
Central African Republic	CF	XA
Chad	TD	XA
Chile	CL	XL
China	CN	XP
Christmas Island	CX	XP
Cocos (Keeling) Islands	CC	XP
Colombia	CO	XL
Comoros	KM	XA
Congo	CG	XA
Cook Islands	CK	XP
Costa Rica	CR	XL
Cuba	CU	XL
Cyprus	CY	XE
Czechoslovakia	CS	XE
Denmark	DK	XE
Djibouti	DJ	XA
Dominica	DM	XL
Dominican Republic	DO	XL
Dronning Maud Land	NQ	
East Timor	TP	XP
Ecuador	EC	XL
Egypt	EG	XA

Country	Country Code	Region Code
El Salvador	SV	XL
Equatorial Guinea	GQ	XA
Ethiopia	ET	XA
Faeroe Islands	FO	XE
Falkland Islands (Malvinas)	FK	XL
Fiji	FJ	XP
Finland	FI	XE
France	FR	XE
French Guiana	GF	XL
French Polynesia	PF	XP
Gabon	GA	XA
Gambia	GM	XA
German Democratic Republic	DD	XE
Germany, Federal Republic of	DE	XE
Ghana	GH	XA
Gibraltar	GI	XE
Greece	GR	XE
Greenland	GL	XE
Grenada	GD	XL
Guadeloupe	GP	XL
Guam	GU	XP
Guatemala	GT	XL
Guinea	GN	XA
Guinea-Bissau	GW	XA
Guyana	GY	XL
Haiti	HT	XL
Heard and McDonald Islands	HM	XP
Honduras	HN	XL
Hong Kong	HK	XP
Hungary	HU	XE
Iceland	IS	XE
India	IN	XP
Indonesia	ID	XP
Iran	IR	XP
Iraq	IQ	XW
Ireland	IE	XE
Israel	IL	XW
Italy	IT	XE
Ivory Coast	CI	XA
Jamaica	JM	XL
Japan	JP	XP
Johnston Island	JT	XP
Jordan	JO	XW

Country	Country Code	Region Code
Kampuchea, Democratic	KH	XP
Kenya	KE	XA
Kiribati	KI	XP
Korea, Democratic People's Republic of	KP	XP
Korea, Republic of	KR	XP
Kuwait	KW	XW
Lao People's Democratic Republic	LA	XP
Lebanon	LB	XW
Lesotho	LS	XA
Liberia	LR	XA
Libyan Arab Jamahiriya	LY	XA
Liechtenstein	LI	XE
Luxembourg	LU	XE
Macau	MO	XP
Madagascar	MG	XA
Malawi	MW	XA
Malaysia	MY	XP
Maldives	MV	XP
Mali	ML	XA
Malta	MT	XE
Martinique	MQ	XL
Mauritania	MR	XA
Mauritius	MU	XA
Mexico	MX	XL
Midway Islands	MI	XP
Monaco	MC	XE
Mongolia	MN	XP
Montserrat	MS	XL
Morocco	MA	XA
Mozambique	MZ	XA
Namibia	NA	XA
Nauru	NR	XP
Nepal	NP	XP
Netherlands	NL	XE
Netherlands Antilles	AN	XL
Neutral Zone (between Saudi Arabia and Iraq)	NT	XW
New Caledonia	NC	XP
New Zealand	NZ	XP
Nicaragua	NI	XL
Niger	NE	XA
Nigeria	NG	XA
Niue	NU	XP
Norfolk Island	NF	XP
Norway	NO	XE

Country	Country Code	Region Code
Oman	OM	XW
Pacific Islands (Trust Territory)	PC	XP
Pakistan	PK	XP
Panama	PA	XL
Panama Canal Zone	PZ	XL
Papua New Guinea	PG	XP
Paraguay	PY	XL
Peru	PE	XL
Philippines	PH	XP
Pitcairn Island	PN	XP
Poland	PL	XE
Portugal	PT	XE
Puerto Rico	PR	XL
Qatar	QA	XW
Reunion	RE	XA
Romania	RO	XE
Rwanda	RW	XA
St. Helena	SH	
St. Christopher and Nevis	KN	XL
Saint Lucia	LC	XL
St. Pierre and Miquelon	PM	XN
Saint Vincent and the Grenadines	VC	XL
Samoa	WS	XP
San Marino	SM	XE
Sao Tome and Principe	ST	XA
Saudi Arabia	SA	XW
Senegal	SN	XA
Seychelles	SC	XA
Sierra Leone	SL	XA
Singapore	SG	XP
Solomon Islands	SB	XP
Somalia	SO	XA
South Africa	ZA	XA
Spain	ES	XE
Sri Lanka	LK	XP
Sudan	SD	XA
Suriname	SR	XL
Svalbard and Jan Mayen Islands	SJ	XE
Swaziland	SZ	XA
Sweden	SE	XE
Switzerland	CH	XE
Syrian Arab Republic	SY	XW

Country	Country Code	Region Code
Taiwan, Province of China	TW	XP
Tanzania, United Republic of	TZ	XA
Thailand	TH	XP
Togo	TG	XA
Tokelau	TK	XP
Tonga	TO	XP
Trinidad and Tobago	TT	XL
Tunisia	TN	XA
Turkey	TR	XE
Turks and Caicos Islands	TC	XL
Tuvalu	TV	XP
Uganda	UG	XA
Ukrainian SSR	UA	XE
Union of Soviet Socialist Republics	SU	XE
United Arab Emirates	AE	XW
United Kingdom	GB	XE
United States	US	XN
United States Miscellaneous Pacific Islands	PU	XP
United States Virgin Islands	VI	XL
Uruguay	UY	XL
Vanuatu	VU	XP
Vatican City State (Holy See)	VA	XE
Venezuela	VE	XL
Viet Nam	VN	XP
Wake Island	WK	XP
Wallis and Futuna Islands	WF	XP
Western Sahara	EH	XA
Yemen	YE	XW
Yemen, Democratic	YD	XW
Yugoslavia	YU	XE
Zaire	ZR	XA
Zambia	ZM	XA
Zimbabwe	ZW	XA

ANNEX 2: ABBREVIATIONS OF PROVINCE AND STATE NAMES

AUSTRALIA

Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
Queensland	Qld
South Australia	SA
Tasmania	Tas
Victoria	Vic
Western Australia	WA

CANADA

Alberta	Alta
British Columbia	BC
Manitoba	Man
New Brunswick	NB
Newfoundland	Nfld
Northwest Territories	NWT
Nova Scotia	NS
Ontario	Ont
Prince Edward Island	PEI
Québec	Qué
Saskatchewan	Sask
Yukon Territory	YT

UNITED STATES

Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME

UNITED STATES (continued)

Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

ANNEX 3: ACRONYMS TO BE USED IN THE IAF

ACNUR — Oficina del Alto Comisionado de las Naciones Unidas para los Refugiados
Other lang: UNHCR, HCR

AIEA — Agence Internationale de l'Energie Atomique
Other lang: IAEA, OIEA

AIF — Asociación Internacional de Fomento
Other lang: IDA

ALADI — Asociación Latinoamericana de Integración
Association Latinoaméricaine pour l'Intégration
Other lang: LAIA
Former name: ALALE, ALALC

ALALC — Asociación Latinoamericana de Libre Comercio
Other lang: LAFTA, ALALE
Later name: ALADI

ALALE — Association Latinoaméricaine de Libre Echange
Other lang: LAFTA, ALALC
Later name: ALADI

ASEAN — Association of South East Asian Nations

BIT — Bureau International du Travail
Other lang: ILO, OIT

CARICOM — Caribbean Community
Former name: CARIFTA

CARIFTA — Caribbean Free Trade Association
Later name: CARICOM

CEA — Commission Economique pour l'Afrique
Other lang: ECA, CEPA

CEAEO — Commission Economique pour l'Asie et l'Extrême-Orient
Other lang: ECAFE
Later name: CESAP

CEAO — Commission Economique pour l'Asie Occidentale
Other lang: ECWA, CEPAO

CEE — Commission Economique pour l'Europe
Other lang: ECE

CEPA
Comisión Económica para Africa
Other lang: ECA, CEA

CEPAL
Comisión Económica para América Latina y el Caribe
Other lang: CEPALC, ECLAC

CEPALC
Commission Economique pour l'Amérique Latine et les Caraïbes
Other lang: CEPAL, ECLAC

CEPAO
Comisión Económica para Asia Occidental
Other lang: ECWA, CEAO

CESAP
Commission Economique et Sociale pour l'Asie et le Pacifique
Other lang: ESCAP
Former name: CEAEO

CFI
Corporación Financiera Internacional
Other lang: IFC, SFI

CIJ
Cour Internationale de Justice
Corte Internacional de Justicia
Other lang: ICJ

CNUCED
Conférence des Nations Unies sur le Commerce et le Développement
Other lang: UNCTAD

ECA
Economic Commission for Africa
Other lang: CEA, CEPA

ECAFE
Economic Commission for Asia and the Far East
Other lang: CEAEO
Later name: ESCAP

ECE
Economic Commission for Europe
Other lang: CEE

ECLAC
Economic Commission for Latin America and the Caribbean
Other lang: CEPAL, CEPALC

ECWA
Economic Commission for Western Asia
Other lang: CEAO, CEPAO

ESCAP
Economic and Social Commission for Asia and the Pacific
Other lang: CESAP
Former name: ECAFE

FAO
Food and Agriculture Organization of the United Nations
Organisation des Nations Unies pour l'Alimentation et l'Agriculture
Organización de la Naciones Unidas para la Agricultura y la Alimentación

FID International Federation for Documentation
Fédération Internationale de Documentation
Federación Internacional de Documentación

FMI Fonds Monétaire International
Fondo Monetario Internacional
Other lang: IMF

FNUAP Fonds des Nations Unies pour les Activités en Matière de Population
Fondo de las Naciones Unidas para Actividades en Materia de Población
Other lang: UNFPA

GATT General Agreement on Tariffs and Trade
Accord Général sur les Tarifs Douaniers et le Commerce
Acuerdo General sobre Aranceles Aduaneros y Comercio

HCR Haut Commissariat des Nations Unies pour les Réfugiés
Other lang: UNHCR, ACNUR

IAEA International Atomic Energy Agency
Other lang: AIEA, OIEA

ICAO International Civil Aviation Organization
Other lang: OACI

ICJ International Court of Justice
Other lang: CIJ

IDA International Development Association
Association Internationale de Développement
Other lang: AIF

IFC International Finance Corporation
Other lang: SFI, CFI

IFLA International Federation of Library Associations and Institutions
Fédération Internationale des Associations de Bibliothécaires et des Bibliothèques
Federación Internacional de Asociaciones de Bibliotecarios y Bibliotecas

ILO International Labour Office
Other lang: BIT, OIT

International Labour Organisation
Other lang: OIT

IMCO — Inter-Governmental Maritime Consultative Organization
Other lang: OMCI, OCMI
Later name: IMO

IMF — International Monetary Fund
Other lang: FMI

IMO — International Maritime Organization
Other lang: OMI
Former name: IMCO

IPPF — International Planned Parenthood Federation
Fédération Internationale pour le Planning Familial
Federación Internacional de Planificación de la Familia

ISO — International Organization for Standardization
Organisation Internationale de Normalisation
Organización Internacional de Normalización

ITU — International Telecommunication Union
Other lang: UIT

LAFTA — Latin American Free Trade Association
Other lang: ALALE, ALALC
Later name: LAIA

LAIA — Latin American Integration Association
Other lang: ALADI
Former name: LAFTA

OACI — Organisation de l'Aviation Civile Internationale
Organización de Aviación Civil Internacional
Other lang: ICAO

OAS — Organization of American States
Other lang: OEA

OAU — Organization of African Unity
Other lang: OUA

OCDE — Organisation de Coopération et de Développement Economique
Organización de Cooperación y Desarrollo Económicos
Other lang: OECD

OCMI — Organización Consultiva Marítima Intergubernamental
Other lang: IMCO, OMCI
Later name: OMI

OEA — Organisation des Etats Américains
Organización de los Estados Americanos
Other lang: OAS

OECD — Organisation for Economic Co-operation and Development
Other lang: OCDE

OIEA — Organismo Internacional de Energía Atómica
Other lang: IAEA, AIEA

OIT — Oficina Internacional del Trabajo
Other lang: ILO, BIT

Organisation Internationale du Travail
Organización Internacional del Trabajo
Other lang: ILO

OMCI — Organisation Intergouvernementale Consultative de la Navigation Maritime
Other lang: IMCO, OCMI
Later name: OMI

OMI — Organisation Maritime Internationale
Organización Marítima Internacional
Other lang: IMO
Former name: OMCI, OCMI

OMM — Organisation Météorologique Mondiale
Organización Meteorológica Mundial
Other lang: WMO

OMPI — Organisation Mondiale de la Propriété Intellectuelle
Organización Mundial de la Propiedad Intelectual
Other lang: WIPO

OMS — Organisation Mondiale de la Santé
Organización Mundial de la Salud
Other lang: WHO

ONU — Organisation des Nations Unies
Organización de las Naciones Unidas
Other lang: UN

ONUDI — Organisation des Nations Unies pour le Développement Industriel
Organización de las Naciones Unidas para el Desarrollo Industrial
Other lang: UNIDO

OPEC — Organization of Petroleum Exporting Countries
Other lang: OPEP

OPEP — Organisation des Pays Exportateurs de Pétrole
Organización de Países Exportadores de Petróleo
Other lang: OPEC

OPS
Organisation Panaméricaine de la Santé
Organización Panamericana de la Salud
Other lang: PAHO

OUA
Organisation de l'Unité Africaine
Organización de la Unidad Africana
Other lang: OAU

PAHO
Pan American Health Organization
Other lang: OPS

PNUD
Programme des Nations Unies pour le Développement
Programa de las Naciones Unidas para el Desarrollo
Other lang: UNDP

PNUE
Programme des Nations Unies pour l'Environnement
Other lang: UNEP, PNUMA

PNUMA
Programa de las Naciones Unidas para el Medio Ambiente
Other lang: UNEP, PNUE

SFI
Société Financière Internationale
Other lang: IFC, CFI

UIT
Union Internationale des Télécommunications
Unión Internacional de Telecomunicaciones
Other lang: ITU

UN
United Nations
Other lang: ONU

UNCRD
United Nations Centre for Regional Development
Centre des Nations Unies pour le Développement Régional
Centro de las Naciones Unidas para el Desarrollo Regional

UNCTAD
United Nations Conference on Trade and Development
Conferencia de las Naciones Unidas sobre Comercio y Desarrollo
Other lang: CNUCED

UNDP
United Nations Development Programme
Other lang: PNUD

UNEP
United Nations Environment Programme
Other lang: PNUE, PNUMA

Unesco	United Nations Educational, Scientific and Cultural Organization Organisation des Nations Unies pour l'Education, la Science et la Culture Organización de las Naciones Unidas para la Educación, la Ciencia y la Cultura
UNFPA	United Nations Fund for Population Activities Other lang: FNUAP
UNHCR	Office of the United Nations High Commissioner for Refugees Other lang: HCR, ACNUR
UNICEF	United Nations Children's Fund Fonds des Nations Unies pour l'Enfance Fondo de las Naciones Unidas para la Infancia
UNIDO	United Nations Industrial Development Organization Other lang: ONUDI
UNITAR	United Nations Institute for Training and Research Institut des Nations Unies pour la Formation et la Recherche Instituto de las Naciones Unidas para la Formación Profesional y la Investigación
UNRISD	United Nations Research Institute for Social Development Institut de Recherche des Nations Unies pour le Développement Social Instituto de Investigaciones de las Naciones Unidas para el Desarrollo Social
UNRWA	United Nations Relief and Works Agency for Palestine Refugees in the Near East Office de Secours et de Travaux des Nations Unies pour les Réfugiés de Palestine dans le Proche-Orient Organismo de Obras Públicas y Socorro de las Naciones Unidas para los Refugiados de Palestina en el Cercano Oriente
UPU	Universal Postal Union Union Postale Universelle Unión Postal Universal
WHO	World Health Organization Other lang: OMS
WIPO	World Intellectual Property Organization Other lang: OMPI
WMO	World Meteorological Organization Other lang: OMM

ANNEX 4: TERRITORIAL AUTHORITIES AT THE NATIONAL LEVEL TO BE USED IN THE IAF

ISO Country Code	Name of Territorial Authority	Notes
AD	Andorra	
AE	United Arab Emirates	English version. Transliteration of the original: Al-Imārāt
AF	Afghanistan	
AG	Antigua and Barbuda	Official UN form
AI	Anguilla	
AL	Shqipëri	English version: Albania
AN	Nederlandse Antillen	
AO	Angola	
AR	Argentina	
AS	American Samoa	
AT	Österreich	
AU	Australia	
BB	Barbados	
BD	Bangladesh	
BE	Belgique België	
BF	Burkina-Faso	
BG	Bulgaria	English version. Transliteration of the original: Bălgarija
BH	Bahrain	English version. Transliteration of the original: Al-Bahrain
BI	Burundi	
BJ	Bénin	
BM	Bermuda	
BN	Brunei	
BO	Bolivia	

ISO Country Code	Name of Territorial Authority	Notes
BR	Brasil	
BS	Bahamas	
BT	Bhutan	English version. Transliteration of the original: Druk-Ŷul; Bhutān
BU	Burma	English version. Transliteration of the original: Myanmá-Nainggan
BW	Botswana	
BY	Byelorussian SSR	
BZ	Belize	
CA	Canada	
CC	Cocos (Keeling) Islands	
CF	République Centrafricaine	Official UN form
CG	Congo	
CH	Schweiz Suisse Svizzera	
CI	Côte d'Ivoire	
CK	Cook Islands	
CL	Chile	
CM	Cameroon Cameroun	
CN	China	English version. Transliteration of the original: Zhongguo
CO	Colombia	
CR	Costa Rica	
CS	Československo	
CU	Cuba	
CV	Cabo Verde	

ISO Country Code	Name of Territorial Authority	Notes
CX	Christmas Island	
CY	Cyprus	English version. Transliteration of the original: Kypros; Kibris
DD	DDR	
DE	Deutschland (Bundesrepublik)	
DJ	Djibouti	
DK	Danmark	
DM	Dominica	
DO	República Dominicana	
DZ	Algérie	French version (official language). Transliteration of the original: Djazaïria
EC	Ecuador	
EG	Egypt	English version. Transliteration of the original: Miṣr
ES	España	
ET	Ethiopia	English version. Transliteration of the original: Ityopya
FI	Suomi Finland	
FJ	Fiji	
FK	Falkland Islands	
FO	Faerøerne	
FR	France	
GA	Gabon	
GB	United Kingdom	
GD	Grenada	
GF	Guyane Française	
GH	Ghana	

ISO Country Code	Name of Territorial Authority	Notes
GI	Gibraltar	
GL	Grønland	
GM	Gambia	Official UN form
GN	Guinée	
GP	Guadeloupe	
GQ	Guinea Ecuatorial	
GR	Greece	English version. Transliteration of the original: Hellas
GT	Guatemala	
GU	Guam	
GW	Guiné-Bissau	
GY	Guyana	
HK	Hong Kong	English version (official language). Transliteration of the original: Xianggang
HN	Honduras	
HT	Haïti	
HU	Magyarország	English version: Hungary
ID	Indonesia	
IE	Ireland Éire	
IL	Israel	
IN	India	English version (official language). Transliteration of the original: Bhārat
IQ	Iraq	English version. Transliteration of the original: Al-'Irāq
IR	Iran (Islamic Republic of)	Official UN form

ISO Country Code	Name of Territorial Authority	Notes
IS	Ísland	
IT	Italia	
JM	Jamaica	
JO	Jordan	English version. Transliteration of the original: Al-Urdun
JP	Japan	English version. Transliteration of the original: Nippon
KE	Kenya	
KH	Kampuchea Démocratique	French version (official UN form)
KI	Kiribati	
KM	Comores	
KN	Saint Christopher and Nevis	
KP	Democratic People's Republic of Korea	English version (official UN form). Transliteration of the original: Chosun minshu-chui inmin konghwa-guk
KR	Republic of Korea	English version (official UN form). Transliteration of the original: Han Kook
KW	Kuwait	
KY	Cayman Islands	
LA	Lao People's Democratic Republic	English version (official UN form). Transliteration of the original: Pathet Lao
LB	Liban	French version (official UN form). Transliteration of the original: Lubnān
LC	Saint Lucia	Official UN form
LI	Liechtenstein	
LK	Sri Lanka	

ISO Country Code	Name of Territorial Authority	Notes
LR	Liberia	
LS	Lesotho	
LU	Luxembourg	
LY	Libyan Arab Jamahiriya	English version (official UN form). Transliteration of the original: Al-Jamahiriyah Al-Arabiya Al-Libya Al-Shabiya Al-Ishtirakiya
MA	Maroc	French version. Transliteration of the original: Morocco
MC	Monaco	
MG	Madagasikara Madagascar Repoblika Demokratika Malagasy Madagascar	Official UN form (French): Madagascar
ML	Mali	
MN	Mongolia	English version. Transliteration of the original: Bügd Nayramdakh Mongol Ard Uls
MO	Macau	English version (official language). Transliteration of the original: Ao-mén
MQ	Martinique	
MR	Mauritanie	French version (official language). Transliteration of the original: Mūritanīā
MS	Montserrat	
MT	Malta	
MU	Mauritius	
MV	Maldives	
MW	Malawi	
MX	México	

ISO Country Code	Name of Territorial Authority	Notes
MY	Malaysia	
MZ	Moçambique	
NA	Namibia	
NC	Nouvelle-Calédonie	
NE	Niger	
NF	Norfolk Island	
NG	Nigeria	
NI	Nicaragua	
NL	Nederland	
NO	Norge	
NP	Nepal	
NQ	Dronning Maud Land	
NR	Nauru	
NU	Niue	
NZ	New Zealand	
OM	Oman	
PA	Panamá	
PE	Perú	
PG	Papua New Guinea	
PH	Filipinas Republika ñg Pilipinas	Official UN form (Spanish): Filipinas
PK	Pakistan	
PL	Polska	
PM	Saint-Pierre-et-Miquelon	
PN	Pitcairn Island	

ISO Country Code	Name of Territorial Authority	Notes
PR	Puerto Rico	
PT	Portugal	
PY	Paraguay	
QA	Qatar	
RE	Réunion	
RO	România	
RW	Rwanda	
SA	Saudi Arabia	English version. Transliteration of the original: Al-Sa'udiya
SB	Solomon Islands	
SC	Seychelles	
SD	Sudan	English version. Transliteration of the original: Al-Sùdān
SE	Sverige	
SG	Singapore Singapura	
SH	St Helena	
SL	Sierra Leone	
SM	San Marino	
SN	Sénégal	
SO	Somalia	English version. Transliteration of the original: Al-Súmāl
SR	Suriname	
ST	São Tomé e Principe	
SU	USSR	English version. Transliteration of the original: SSSR
SV	El Salvador	

ISO Country Code	Name of Territorial Authority	Notes
SY	Syrian Arab Republic	English version (official UN form). Transliteration of the original: al-Jamhouriya al Arabia as-Souriya
SZ	Swaziland	
TC	Turks and Caicos Islands	
TD	Tchad	
TG	Togo	
TH	Thailand	English version. Transliteration of the original: Muang-Thai
TK	Tokelau	
TN	Tunisie	French version. Transliteration of the original: Tūnis
TO	Tonga	
TP	East Timor	
TR	Türkiye	
TT	Trinidad and Tobago	
TV	Tuvalu	
TW	Taiwan	
TZ	United Republic of Tanzania	Official UN form
UA	Ukrainian SSR	
UG	Uganda	
US	United States	
UY	Uruguay	
VA	Vaticano	
VC	Saint Vincent and the Grenadines	Official UN form
VE	Venezuela	

ISO Country Code	Name of Territorial Authority	Notes
VG	British Virgin Islands	
VI	United States Virgin Islands	
VN	Viet Nam	French version (official UN form).
VU	Vanuatu	
WF	Îles Wallis et Futuna	
WK	Wake Island	
WS	Samoa	Official UN form
YD	Democratic Yemen	English version (official UN form). Transliteration of the original: Jumhurijah al-Yemen al Dimuqratiyah al Sha'abijah
YE	Yemen	English version (official UN form). Transliteration of the original: al Jamhuriya al Arabiya al Yamaniya
YU	Jugoslavija	
ZA	Suid-Afrika South Africa	
ZM	Zambia	
ZR	Zaïre	
ZW	Zimbabwe	

ANNEX 5: MINISIS IMPLEMENTATION OF THE IAF

This annex provides sample MINISIS data definitions necessary for creating the IAF and the appropriate links with the bibliographic data base. Also included is a sample job for creating an alphabetical listing of the IAF with the codes in the cross-reference fields expanded, and the print format for printing the list. The listings are preceded by a brief description of the data bases.

1. The IAF data base

In this MINISIS implementation, the thesaurus structure has not been implemented for on-line searching.* The IAF is made up of two data bases called INST and INSTSUP, which are joined together for the purposes of data entry and modification. The data base so created is called INSTAF.

INST is an RD (Relation Definition) data base in KSAM (Keyed Sequential Access Method) format. It contains the established form of the institution name, city, country, and region. These fields, regarded as the core of an IAF record, are joined to the bibliographic record for on-line retrieval, sorting, and printing. (Note, however, that field K050 (institution region code) is only printed in the bibliographic record when it has been used as a sorting element.)

INST acts as a validation file, i.e., at the point of data entry into the bibliographic data base the code is checked against INST and is rejected if it is not present there. INST also acts as an inverted file to permit fast access on the authority code when searching the bibliographic data base.

The following fields constitute INST:

K010 Institution authority code

K020 Institution name

K030 Institution city

K040 Institution country code

K050 Institution region code

---

* Because MINISIS currently supports only one thesaurus structure per application, and this is normally used for a thesaurus of subject descriptors, the implementation of thesaurus-type searching on institution is not possible at present.

INSTSUP is an RD data base in master format. It contains information supplementary to the data in INST. The following fields constitute the data base INSTSUP (the symbol + indicates a repeatable field):

+ K060 Other language version

+ K070 Broader term

+ K080 Narrower term

+ K090 See reference - invalid form

+ K100 See reference - subordinate body

+ K110 Former name

+ K120 Later name

+ K130 Notes

+ K140 Any table name

K150 Participating centre code

K160 Verification source

K170 Date

In the sample implementation described here, fields K060, K070, K080, K110, and K120 are subfielded. The information entered in these fields takes the form of the authority code representing the institution that is a broader term, narrower term, etc. The codes are entered in subfields K065, K075, etc. For data entry, this is the only subfield that is required. In a printed listing of the IAF, the expansion of the codes (name, city, and country code) appear in subfields K061, K062, K063, K071, K072, K073, etc.

INSTAF is a DS (Data Submodel) containing all the fields in INST and INSTSUP. It is used by the documentalist for adding and modifying entries in the IAF. It is accessed by ISN (Internal Sequence Number).

INST and INSTSUP are also joined to produce the printed listing of the IAF so that the authority codes entered in the other language version, broader term, narrower term, former name, and later name fields can be expanded to the full text of the name. This data base is called FULLIAF. FULLIAF is a DS made up of INST, INSTSUP, and the following redefinitions of the INST data base:

INSTLNG - to expand the other language version code

INSTBT - to expand the broader term code

INSTNT - to expand the narrower term code

INSTFN - to expand the former name code

INSTLN - to expand the later name code

Each of these files is a KSAM RD sharing the same physical data files as INST.

2. Using the IAF in conjunction with the bibliographic data base

The IAF data base is designed to be used in conjunction with the model bibliographic record structure defined in the Manual for the Preparation of Records in Development-Information Systems(22). The sample bibliographic data base built following this structure is called DEVEX. DEVEX is an RD data base in master format.

Fields B220 (institution - documentary unit) and B320 (institution - generic document) are designed so that the authority code entered in subfields B224 and B324 in the bibliographic record will be expanded in printed output to the name, city, and country code extracted from the IAF and printed in subfields B221-B223 and B321-B323.

NOTE: To be able to retrieve and sort on region code, the following additional subfields should be defined in the model bibliographic record structure:

B228 Institution du - region code
B229 Institution du - region header

B328 Institution gd - region code
B329 Institution gd - region header

---

(22) See footnote 1, p. 1.

The view of the bibliographic data base that expands the authority codes is a DS (Data Submodel) called DEVEXI. DEVEXI comprises the bibliographic data base called DEVEX and two redefinitions of the data in INST:

INSTDUEX - to expand the authority code in subfield B224

INSTGDEX - to expand the authority code in subfield B324

DEVEXI also contains a third redefinition - INDUROLX - used to expand the institution role code in subfield B226.

3. Creating the necessary redefinitions of INST

To create the KSAM RDs INSTLNG, INSTBT, INSTNT, INSTFN, INSTLN, INSTDUEX, and INSTGDEX, the following method is recommended:

1) For each KSAM RD, copy the data definition for INST, giving each copy the appropriate data base name (INSTBT, etc.)

2) Use the RENAME command to change the field tags.

3) Use the GATHER command to ensure that the subfield tags are in ascending order (e.g., K081, K082, K083, etc.)

The following table provides an annotated list of the documentation that comprises the remainder of this annex.

Name	Type of File	Purpose	Page
INST	KSAM RD	Contains core authority fields that are joined to the institution field of the bibliographic record. Also acts as an inverted file and as a validation file.	123, 124
INSTSUP	Master RD	Contains fields for information supplementary to that in INST (cross references and housekeeping fields).	125-128
INSTAF	DS	Join of INST and INSTSUP used for data entry and modification.	129

Name	Type of File	Purpose	Page
FULLIAF	DS	Join of INST, INSTSUP, INSTLNG, INSTBT, INSTNT, INSTFN, and INSTLN, used to produce a printed listing of the IAF with the authority codes in the cross reference fields expanded.	130
INSTLNG	KSAM RD	Redefinition of INST. One of the components in FULLIAF. Expands the authority code in the other language version field.	131
INSTBT	KSAM RD	Redefinition of INST. One of the components in FULLIAF. Expands the authority code in the broader term field.	132
INSTNT	KSAM RD	Redefinition of INST. One of the components in FULLIAF. Expands the authority code in the narrower term field.	133
INSTFN	KSAM RD	Redefinition of INST. One of the components in FULLIAF. Expands the authority code in the former name field.	134
INSTLN	KSAM RD	Redefinition of INST. One of the components in FULLIAF. Expands the authority code in the later name field.	135
DEVEXI	DS	Joins INSTDUEX and INSTGDEX to the bibliographic data base DEVEX. Expands the authority code in the institution field to the full text of institution name and location.	136

Name	Type of File	Purpose	Page
INSTDUEX	KSAM RD	Redefinition of INST. One of the components in the bibliographic data base DEVEXI. Expands the authority code in the institution - documentary unit field of the bibliographic record.	137
INSTGDEX	KSAM RD	Redefinition of INST. One of the components in the bibliographic data base DEVEXI. Expands the authority code in the institution - generic document field of the bibliographic record.	138
INSTSRT	EDITOR	Sort key definition for creating an institution index (from the bibliographic data base) sorted by region and subsorted by country.	139
IAFLIST	EDITOR	Job to sort and print alphabetical listing of the IAF.	140
IAFPRNT	Print format	Used to print FULLIAF in job IAFLIST.	141-143

DATABASE NAME - INST THU, JUL 18, 1985, 9:38 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INST
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - INSTKEYD
INVERTED KSAM FILE (Y/N) - Y
FIXED FORMAT OF KSAM FILE (Y/N) - N

DEFAULT PRINT FORMAT FILENAME - INSTPR
LOGID NAME -
NAME OF EXIT FOR VALIDATION (MAX 8 CHAR) -

FIELD NAME	MNEMONIC TAG		OFFSET	LENGTH	DATA DEFINITION INFORMATION
INSTITUTION AUTHORITY CODE	ACODE	K010	4	6	PROMPT -> Y FIXED FORMAT -> Y KEY FIELD -> Y
INSTITUTION NAME	INAME	K020	12	150	PROMPT -> Y FIXED FORMAT -> Y
INSTITUTION CITY	ICITY	K030	162	36	PROMPT -> Y FIXED FORMAT -> Y
INSTITUTION COUNTRY CODE	ICCODE	K040	198	2	PROMPT -> Y FIXED FORMAT -> Y
INSTITUTION REGION CODE	IRCODE	K050	200	2	PROMPT -> Y FIXED FORMAT -> Y

NO. OF FIELD DEFINITIONS - 5
NO. OF EXTENDED DEFINITIONS - 0

NUMBER OF RECORDS IN KSAM FILE - 20
FILE LIMIT OF KSAM FILE - 100

DATA BASE: INST THU, JUL 18, 1985, 9:17 AM

FIELD NAME	MNEMONIC	TAG	OFSET	LENGTH	NUMERIC	DECPL	REPEAT	SUBFIELD	PRMPT	CHECK	BIBLVL	VALIDATE	PRIMKEY	INVONLY	INVRSE	INVOFF	INVTYPE	INVTHES	TERMEXTR	EXTRTYPE	EXTRLENG	STRIPTOPT	SUFFIX	NOTHESANY	INV FILE	LOG CHG	VALFILE	ARG NAME	EXIT NAME
INSTITUTION AUTHORITY CODE	ACODE	K010	4	6					Y				Y				K								INST				
INSTITUTION NAME	INAME	K020	12	150					Y																				
INSTITUTION CITY	ICITY	K030	162	36					Y																				
INSTITUTION COUNTRY CODE	ICCODE	K040	198	2					Y																				
INSTITUTION REGION CODE	IRCODE	K050	200	2					Y																				

```
DATABASE NAME - INSTSUP     THU, JUL 18, 1985, 9:38 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INSTSUP
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE  (MASTER/KSAM/ANY/THES) - MASTER
GROUP NAME - DEVSDATA
MASTER FILE NAME - INSTSUP
XREF FILE NAME - XINST


DEFAULT PRINT FORMAT FILENAME - INSTPF
LOGID NAME -
NAME OF EXIT FOR VALIDATION  (MAX 8 CHAR) -
```

DATABASE NAME - INSTSUP THU, JUL 18, 1985, 9:38 AM

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
OTHER LANGUAGE VERSION	ILANG	K060	-1	196	REPEATABLE -> Y SUBFIELDED FIELD INDICATOR -> Y
OTHER LANGUAGE CODE	OLCODE	K065	4	6	VALIDATION -> Y PROMPT -> Y EXTENDED DEFINITION -> Y VALIDATION FILE DIFFERENT FROM FAST ACCESS FILE -> Y ROOT NAME OF VALIDATION FILE -> INST
BROADER TERM	BT	K070	-1	196	REPEATABLE -> Y SUBFIELDED FIELD INDICATOR -> Y EXTENDED DEFINITION -> Y
BROADER TERM CODE	BTCODE	K075	4	6	VALIDATION -> Y PROMPT -> Y EXTENDED DEFINITION -> Y VALIDATION FILE DIFFERENT FROM FAST ACCESS FILE -> Y ROOT NAME OF VALIDATION FILE -> INST
NARROWER TERM	NT	K080	-1	196	REPEATABLE -> Y SUBFIELDED FIELD INDICATOR -> Y EXTENDED DEFINITION -> Y
NARROWER TERM CODE	NTCODE	K085	4	6	VALIDATION -> Y PROMPT -> Y EXTENDED DEFINITION -> Y VALIDATION FILE DIFFERENT FROM FAST ACCESS FILE -> Y ROOT NAME OF VALIDATION FILE -> INST
SEE REFERENCE - INVALID FORM	SEEINV	K090	-1	150	REPEATABLE -> Y PROMPT -> Y
SEE REFERENCE - SUBORDINATE BODY	SEESUB	K100	-1	150	REPEATABLE -> Y PROMPT -> Y
FORMER NAME	FORMER	K110	-1	196	REPEATABLE -> Y SUBFIELDED FIELD INDICATOR -> Y EXTENDED DEFINITION -> Y
FORMER NAME CODE	FNCODE	K115	4	6	VALIDATION -> Y PROMPT -> Y

DATABASE NAME - INSTSUP THU, JUL 18, 1985, 9:39 AM

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
					EXTENDED DEFINITION -> Y VALIDATION FILE DIFFERENT FROM FAST ACCESS FILE -> Y ROOT NAME OF VALIDATION FILE -> INST
LATER NAME	LATER	K120	-1	196	REPEATABLE -> Y SUBFIELDED FIELD INDICATOR -> Y EXTENDED DEFINITION -> Y
LATER NAME CODE	LNCODE	K125	4	6	VALIDATION -> Y PROMPT -> Y EXTENDED DEFINITION -> Y VALIDATION FILE DIFFERENT FROM FAST ACCESS FILE -> Y ROOT NAME OF VALIDATION FILE -> INST
NOTES	NOTES	K130	-1	200	REPEATABLE -> Y PROMPT -> Y
ANY TABLE NAME	ANY	K140	-1	15	REPEATABLE -> Y PROMPT -> Y
PARTICIPATING CENTRE CODE	PARTC	K150	-1	10	REPEATABLE -> Y PROMPT -> Y
VERIFICATION SOURCE	VERIF	K160	-1	100	PROMPT -> Y
DATE	CDATE	K170	-1	10	PROMPT -> Y

NO. OF FIELD DEFINITIONS - 17
NO. OF EXTENDED DEFINITIONS - 9

NUMBER OF RECORDS IN MASTER FILE - 2
FILE LIMIT OF MASTER FILE - 500
NUMBER OF RECORDS IN XREF FILE - 411
FILE LIMIT OF XREF FILE - 1000

DATA BASE: INSTSUP THU, JUL 18, 1985, 9:36 AM

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	NUMERIC	DECPL	REPEAT	SUBFIELD	PROMPT	CHECK	BIBLVL	VALIDATE	PRIMKEY	INVONLSE	INVOFF	INVTYPE	INVTHES	TERMEXTR	EXTRTYPE	EXTRLENG	STRIPTOPT	SUFFIXANY	NONTHESANY	INVFILE	LOGCHG	VALFILE	ARGNAME	EXITNAME
OTHER LANGUAGE VERSION	ILANG	K060	-1	196			Y	Y																				
OTHER LANGUAGE CODE	OLCODE	K065	4	6					Y			Y																
BROADER TERM	BT	K070	-1	196			Y	Y																		INST		
BROADER TERM CODE	BTCODE	K075	4	6					Y			Y																
NARROWER TERM	NT	K080	-1	196			Y	Y																		INST		
NARROWER TERM CODE	NTCODE	K085	4	6					Y			Y																
SEE REFERENCE - INVALID FORM	SEEINV	K090	-1	150			Y		Y																	INST		
SEE REFERENCE - SUBORDINATE BODY	SEESUB	K100	-1	150			Y		Y																			
FORMER NAME	FORMER	K110	-1	196			Y	Y																				
FORMER NAME CODE	FNCODE	K115	4	6					Y			Y																
LATER NAME	LATER	K120	-1	196			Y	Y																		INST		
LATER NAME CODE	LNCODE	K125	4	6					Y			Y																
NOTES	NOTES	K130	-1	200			Y		Y																	INST		
ANY TABLE NAME	ANY	K140	-1	15			Y		Y																			
PARTICIPATING CENTRE CODE	PARTC	K150	-1	10			Y		Y																			
VERIFICATION SOURCE	VERIF	K160	-1	100					Y																			
DATE	CDATE	K170	-1	10					Y																			

```
DATABASE NAME - INSTAF      THU, JUL 18, 1985, 9:39 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INSTAF
DATA BASE CLASS - DS
DATA BASE TYPE - 02
FILE TYPE  (MASTER/KSAM/ANY/THES) - MASTER
GROUP NAME - DEVSDATA
AUTO-NUMBERING (Y/N) - Y
WRITE ACCESS TO DS (Y/N) - Y


DEFAULT PRINT FORMAT FILENAME - IAFPF
LOGID NAME -
NAME OF EXIT FOR VALIDATION  (MAX 8 CHAR) -


FIRST     PRECED   JOIN          CURRENT   CURRENT
COMP       TAG     TYPE            TAG       COMP


INST                                                  TYPE OF COMPONENT -> RD
                                                      UPDATE ACCESS TO COMPONENT -> Y

          K010   UNION           ISN       INSTSUP    TYPE OF COMPONENT -> RD
                                                      UPDATE ACCESS TO COMPONENT -> Y


NO. OF PROJECTED FIELDS - 0
LAST ISN IN DATABASE - 19
```

```
DATABASE NAME - FULLIAF     THU, JUL 18, 1985, 9:40 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - FULLIAF
DATA BASE CLASS - DS
DATA BASE TYPE - 02
FILE TYPE  (MASTER/KSAM/ANY/THES) - MASTER
GROUP NAME - DEVSDATA


DEFAULT PRINT FORMAT FILENAME - IAFLST
LOGID NAME -
NAME OF EXIT FOR VALIDATION  (MAX 8 CHAR) -

FIRST     PRECED   JOIN          CURRENT   CURRENT
COMP       TAG     TYPE            TAG      COMP

INST                                                 TYPE OF COMPONENT -> RD
          K010   LEFTOUTER       ISN       INSTSUP   TYPE OF COMPONENT -> RD
          K065   LEFTINNER       K065      INSTLNG   TYPE OF COMPONENT -> RD
          K075   LEFTINNER       K075      INSTBT    TYPE OF COMPONENT -> RD
          K085   LEFTINNER       K085      INSTNT    TYPE OF COMPONENT -> RD
          K115   LEFTINNER       K115      INSTFN    TYPE OF COMPONENT -> RD
          K125   LEFTINNER       K125      INSTLN    TYPE OF COMPONENT -> RD

NO. OF PROJECTED FIELDS - 0
```

DATABASE NAME - INSTLNG THU, JUL 18, 1985, 10:21 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INSTLNG
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - INSTKEYD
INVERTED KSAM FILE (Y/N) - Y
FIXED FORMAT OF KSAM FILE (Y/N) - N

DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION (MAX 8 CHAR) -

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
INSTITUTION NAME - OTHER LANG	OLN	K061	12	150	FIXED FORMAT -> Y
INSTITUTION CITY - OTHER LANG	OLL	K062	162	36	FIXED FORMAT -> Y
COUNTRY CODE - OTHER LANG	OLC	K063	198	2	FIXED FORMAT -> Y
REGION CODE - OTHER LANG	OLR	K064	200	2	FIXED FORMAT -> Y
AUTHORITY CODE	AACODE	K065	4	6	FIXED FORMAT -> Y KEY FIELD -> Y

NO. OF FIELD DEFINITIONS - 5
NO. OF EXTENDED DEFINITIONS - 0

NUMBER OF RECORDS IN KSAM FILE - 20
FILE LIMIT OF KSAM FILE - 100

```
DATABASE NAME - INSTBT      THU, JUL 18, 1985, 9:43 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INSTBT
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE  (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - INSTKEYD
INVERTED KSAM FILE (Y/N) - Y
FIXED FORMAT OF KSAM FILE (Y/N) - N


DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION  (MAX 8 CHAR) -
```

FIELD NAME	MNEMONIC TAG		OFFSET	LENGTH	DATA DEFINITION INFORMATION
INSTITUTION NAME - BT	BTNAME	K071	12	150	FIXED FORMAT -> Y
INSTITUTION CITY - BT	BTLOC	K072	162	36	FIXED FORMAT -> Y
COUNTRY CODE - BT	BTCC	K073	198	2	FIXED FORMAT -> Y
REGION CODE - BT	BTRC	K074	200	2	FIXED FORMAT -> Y
AUTHORITY CODE	AACODE	K075	4	6	FIXED FORMAT -> Y KEY FIELD -> Y

```
NO. OF FIELD DEFINITIONS - 5
NO. OF EXTENDED DEFINITIONS - 0


NUMBER OF RECORDS IN KSAM FILE - 20
FILE LIMIT OF KSAM FILE - 100
```

DATABASE NAME - INSTNT THU, JUL 18, 1985, 9:43 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INSTNT
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - INSTKEYD
INVERTED KSAM FILE (Y/N) - Y
FIXED FORMAT OF KSAM FILE (Y/N) - N

DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION (MAX 8 CHAR) -

FIELD NAME	MNEMONIC TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
INSTITUTION NAME - NT	NTNAME K081	12	150	FIXED FORMAT -> Y
INSTITUTION CITY - NT	NTLOC K082	162	36	FIXED FORMAT -> Y
COUNTRY CODE - NT	NTCC K083	198	2	FIXED FORMAT -> Y
REGION CODE - NT	NTRC K084	200	2	FIXED FORMAT -> Y
AUTHORITY CODE	AACODE K085	4	6	FIXED FORMAT -> Y KEY FIELD -> Y

NO. OF FIELD DEFINITIONS - 5
NO. OF EXTENDED DEFINITIONS - 0

NUMBER OF RECORDS IN KSAM FILE - 20
FILE LIMIT OF KSAM FILE - 100

DATABASE NAME - INSTFN THU, JUL 18, 1985, 9:44 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INSTFN
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - INSTKEYD
INVERTED KSAM FILE (Y/N) - Y
FIXED FORMAT OF KSAM FILE (Y/N) - N

DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION (MAX 8 CHAR) -

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
INSTITUTION NAME - FN	FNNAME	K111	12	150	FIXED FORMAT -> Y
INSTITUTION CITY - FN	FNLOC	K112	162	36	FIXED FORMAT -> Y
COUNTRY CODE - FN	FNCC	K113	198	2	FIXED FORMAT -> Y
REGION CODE - FN	FNRC	K114	200	2	FIXED FORMAT -> Y
AUTHORITY CODE	AACODE	K115	4	6	FIXED FORMAT -> Y KEY FIELD -> Y

NO. OF FIELD DEFINITIONS - 5
NO. OF EXTENDED DEFINITIONS - 0

NUMBER OF RECORDS IN KSAM FILE - 20
FILE LIMIT OF KSAM FILE - 100

DATABASE NAME - INSTLN THU, JUL 18, 1985, 9:44 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INSTLN
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - INSTKEYD
INVERTED KSAM FILE (Y/N) - Y
FIXED FORMAT OF KSAM FILE (Y/N) - N

DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION (MAX 8 CHAR) -

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
INSTITUTION NAME - LN	LNNAME	K121	12	150	FIXED FORMAT -> Y
INSTITUTION CITY - LN	LNLOC	K122	162	36	FIXED FORMAT -> Y
COUNTRY CODE - LN	LNCC	K123	198	2	FIXED FORMAT -> Y
REGION CODE - LN	LNRC	K124	200	2	FIXED FORMAT -> Y
AUTHORITY CODE	AACODE	K125	4	6	FIXED FORMAT -> Y KEY FIELD -> Y

NO. OF FIELD DEFINITIONS - 5
NO. OF EXTENDED DEFINITIONS - 0

NUMBER OF RECORDS IN KSAM FILE - 20
FILE LIMIT OF KSAM FILE - 100

```
DATABASE NAME - DEVEXI      THU, JUL 18, 1985, 10:02 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - DEVEXI
DATA BASE CLASS - DS
DATA BASE TYPE - 02
FILE TYPE  (MASTER/KSAM/ANY/THES) - MASTER
GROUP NAME - DEVSDATA
DEFAULT QUERY FIELD TAG - C210


DEFAULT PRINT FORMAT FILENAME - DEVPRNT
LOGID NAME -
NAME OF EXIT FOR VALIDATION  (MAX 8 CHAR) -

FIRST     PRECED    JOIN          CURRENT    CURRENT
COMP       TAG      TYPE           TAG        COMP

DEVEX                                                  TYPE OF COMPONENT -> RD

          B224    LEFTINNER       B224       INSTDUEX  TYPE OF COMPONENT -> RD

          B324    LEFTINNER       B324       INSTGDEX  TYPE OF COMPONENT -> RD

          B226    LEFTINNER       B226       INDUROLX  TYPE OF COMPONENT -> RD

NO. OF PROJECTED FIELDS - 0
```

DATABASE NAME - INSTDUEX THU, JUL 18, 1985, 10:02 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INSTDUEX
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - CORPKEYD
INVERTED KSAM FILE (Y/N) - Y
FIXED FORMAT OF KSAM FILE (Y/N) - N

DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION (MAX 8 CHAR) -

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
INSTITUTION DU - NAME	INSTNA	B221	12	150	FIXED FORMAT -> Y
INSTITUTION DU - CITY	INSTCI	B222	162	36	FIXED FORMAT -> Y
INSTITUTION DU - COUNTRY CODE	INSTCC	B223	198	2	FIXED FORMAT -> Y
INSTITUTION DU - AUTHORITY CODE	INSTAC	B224	4	6	FIXED FORMAT -> Y KEY FIELD -> Y
INSTITUTION DU - REGION CODE	INSTRC	B228	200	2	FIXED FORMAT -> Y

NO. OF FIELD DEFINITIONS - 5
NO. OF EXTENDED DEFINITIONS - 0

NUMBER OF RECORDS IN KSAM FILE - 8991
FILE LIMIT OF KSAM FILE - 11000

```
DATABASE NAME - INSTGDEX    THU, JUL 18, 1985, 10:03 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - INSTGDEX
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE  (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - CORPKEYD
INVERTED KSAM FILE (Y/N) - Y
FIXED FORMAT OF KSAM FILE (Y/N) - N


DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION  (MAX 8 CHAR) -
```

FIELD NAME	MNEMONIC TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
INSTITUTION GD - NAME	INSGNA B321	12	150	FIXED FORMAT -> Y
INSTITUTION GD - CITY	INSGCI B322	162	36	FIXED FORMAT -> Y
INSTITUTION GD - COUNTRY CODE	INSGCC B323	198	2	FIXED FORMAT -> Y
INSTITUTION GD - AUTHORITY CODE	INSGAC B324	4	6	FIXED FORMAT -> Y KEY FIELD -> Y
INSTITUTION GD - REGION CODE	INSGRC B328	200	2	FIXED FORMAT -> Y

```
NO. OF FIELD DEFINITIONS - 5
NO. OF EXTENDED DEFINITIONS - 0


NUMBER OF RECORDS IN KSAM FILE - 8991
FILE LIMIT OF KSAM FILE - 11000
```

```
KEY=REGION,LENGTH=2,SUBFLD=YES
FIELD=B228
FIELD=B328
END
KEY=COUNTRY,LENGTH=2,SUBFLD=YES
FIELD=B223,OCC=ALL
FIELD=B323,OCC=ALL
END
KEY=INSTNAME,LENGTH=300,SUBFLD=YES
FIELD=B221,OCC=ALL
FIELD=B321,OCC=ALL
END
KEY=CITY,LENGTH=36,SUBFLD=YES
FIELD=B222,OCC=ALL
FIELD=B322,OCC=ALL
END
```

```
!JOB IAFLIST,MGR.DEVSIS
!MINISIS
INDEX
INSTAF
ISN=1/11000
OUTPUT=INSTOP
KEY=NAME,LENGTH=150,ALTLABEL=YES
FIELD=K020,STRIP=S4
FIELD=K090,STRIP=S4
FIELD=K100,STRIP=S4
END
KEY=LOCATION,LENGTH=36
FIELD=K030
END
***
!MINISIS
PRINT
FULLIAF
IAFPRNT
HITFILE=INSTOP
END
!PURGE INSTOP
!PURGE INSTOPDD
!EOJ
```

ENTRY NUMBR	FIELD ID	CHECKED FND	E.SUP	PRINT BY GRP	COND. DSPLY	EQU SUP	RGHT JUST	STR COL	END COL	ABS LINE/POS INDENTATION FIRST	NEXT	MAX. CHAR	SPACES TO RGHT	LINES BEF	LINES AFT	SORT ORDER	PRINT AT TOF	PAGE EJCT	ALT FLD	FUNCT CODE	DISP
	+---- L I T E R A L 1 -----+												TYPE	L	C R S	+----- L I T E R A L 2 ----+	TYPE	L	C R S	+-------- NUMERIC EDITTING --------+	
1	Y010			NO	NO	NO	NO	-1	0	0	0	9999	2	1	0		NO	NO			
2	K030	Y010	Y N	NO	YES	NO	NO	-1	0	5	5	9999	2	0	0		NO	NO			
3	K040	Y010	Y N	NO	YES	NO	NO	-1	0	5	5	32766	2	0	0		NO	NO			
4	K050	Y010	Y N	NO	YES	NO	NO	-1	0	5	5	32766	5	0	0		NO	NO			
5	K010	Y010	Y N	NO	YES	NO	NO	-1	0	0	0	32766	1	0	0		NO	NO			
6	Y020			NO	YES	NO	NO	-1	0	0	0	32766	1	1	0		NO	NO			
7	K020	Y020	Y N	NO	YES	NO	NO	-1	0	5	5	32766	2	1	0		NO	NO			
								SEE:						PRE	5 Y N N						
8	K030	Y020	Y N	NO	YES	NO	NO	-1	0	5	5	32766	2	0	0		NO	NO			
9	K040	Y020	Y N	NO	YES	NO	NO	-1	0	5	5	32766	2	0	0		NO	NO			
10	K050	Y020	Y N	NO	YES	NO	NO	-1	0	5	5	32766	5	0	0		NO	NO			
11	K010	Y020	Y N	NO	YES	NO	NO	-1	0	5	5	32766	1	0	0		NO	NO			
12	Y030			NO	YES	NO	NO	-1	0	0	0	32766	1	1	0		NO	NO			
13	K020	Y030	Y N	NO	YES	NO	NO	-1	0	5	5	32766	2	1	0		NO	NO			
	SEE PARENT:					PRE	12 Y N N														
14	K030	Y030	Y N	NO	YES	NO	NO	-1	0	5	5	32766	2	0	0		NO	NO			
15	K040	Y030	Y N	NO	YES	NO	NO	-1	0	5	5	32766	2	0	0		NO	NO			
16	K050	Y030	Y N	NO	YES	NO	NO	-1	0	5	5	32766	5	0	0		NO	NO			
17	K010	Y030	Y N	NO	YES	NO	NO	-1	0	5	5	32766	1	0	0		NO	NO			
18	K061	Y010	Y N	YES	YES	NO	NO	-1	0	5	9	32766	2	1	0		NO	NO			
	OTHER LANG:					PRE	12 Y N N														
19	K062	Y010	Y N	YES	YES	NO	NO	-1	0	9	9	32766	2	0	0		NO	NO			
20	K063	Y010	Y N	YES	YES	NO	NO	-1	0	9	9	32766	130	0	0		NO	NO			
21	K071	Y010	Y N	YES	YES	NO	NO	-1	0	5	9	32766	2	1	0		NO	NO			
	BT:					PRE	4 Y N N														
22	K072	Y010	Y N	YES	YES	NO	NO	-1	0	9	9	32766	2	0	0		NO	NO			

THU, JUL 18, 1985, 9:46 AM LIST OF PRINT SPECIFICATION FILE - IAFPRNT PAGE : 2

ENTRY NUMBR	FIELD ID	CHECKED FND	E.SUP	PRINT BY GRP	COND. DSPLY	EQU SUP	RGHT JUST	STR COL	END COL	ABS LINE/POS INDENTATION FIRST	NEXT	MAX. CHAR	SPACES TO RGHT	LINES BEF	LINES AFT	SORT ORDER	PRINT AT TOF	PAGE EJCT	ALT FLD	FUNCT CODE	DISP
	+---- L I T E R A L 1 -----+				TYPE	L	C	R	S	+----- L I T E R A L 2 ----+				TYPE	L	C	R	S	+-------- NUMERIC EDITTING --------+		
23	K073	Y010 Y	N	YES	YES	NO	NO	-1	0	9	9	32766	130	0	0		NO	NO			
24	K081	Y010 Y	N	YES	YES	NO	NO	-1	0	5	9	32766	2	1	0		NO	NO			
	NT:					PRE	4	Y	N	N											
25	K082	Y010 Y	N	YES	YES	NO	NO	-1	0	9	9	32766	2	0	0		NO	NO			
26	K083	Y010 Y	N	YES	YES	NO	NO	-1	0	9	9	32766	130	0	0		NO	NO			
27	K111	Y010 Y	N	YES	YES	NO	NO	-1	0	5	9	32766	2	1	0		NO	NO			
	FORMER NAME:					PRE	13	Y	N	N											
28	K112	Y010 Y	N	YES	YES	NO	NO	-1	0	9	9	32766	2	0	0		NO	NO			
29	K113	Y010 Y	N	YES	YES	NO	NO	-1	0	9	9	32766	130	0	0		NO	NO			
30	K121	Y010 Y	N	YES	YES	NO	NO	-1	0	5	9	32766	2	1	0		NO	NO			
31	K122	Y010 Y	N	YES	YES	NO	NO	-1	0	9	9	32766	2	0	0		NO	NO			
32	K123	Y010 Y	N	YES	YES	NO	NO	-1	0	9	9	32766	130	0	0		NO	NO			
33	K130	Y010 Y	N	NO	YES	NO	NO	-1	0	8	10	32766	2	1	0		NO	NO			
34	K140	Y010 Y	N	NO	YES	NO	NO	-1	0	5	9	32766	2	1	0		NO	NO			
	ANY:					PRE	5	Y	N	N											

PRINTING MODE	3
NUMBER OF LINES / PAGE	58
NUMBER OF CHARACTERS / LINE	132
DEFAULT SPACING	1
SPACES BETWEEN RECORDS	1
SPLIT RECORD BETWEEN PAGES	NO
MAXIMUM NUMBER OF RECORDS / PAGE	9999
LEFT HAND MARGIN	1
PRINT AFTER PREVIOUS RECORD	NO
MAXIMUM NUMBER OF LINES / RECORD	0
COLUMN FORMATTING	NO
STARTING PAGE NUMBER	1
NUMBER OF LINES IN HEADING	2

H E A D I N G L I N E S :

@ INSTITUTION AUTHORITY FILE

ANNEX 6: MINISIS IMPLEMENTATION OF THE GAF

This annex provides listings of the MINISIS data definitions necessary for creating the GAF and the appropriate links with the bibliographic data base. Also included is a sample job for creating multilingual geographical indexes. The listings are preceded by a brief description of the data bases.

1. The GAF data base

The GAF data base is an RD (Relation Definition) in KSAM (Keyed Sequential Access Method) format named GEOG. It is accessed by the two-letter geographical code entered in the key field. The following fields constitute GEOG:

G100	Geographical code	The two-letter code for the country or region that the record describes.
G110	Corresponding region code	Region code corresponding to the country code entered in field G100. Used as primary sort key in geographical indexes and as secondary sort key in subject indexes of DEVSIS-type abstract journals.
G120	Region header	Bilingual heading for region name printed in geographical indexes of DEVSIS-type abstract journals.
G130	Full name - English	Fields designed for use in creating multilingual geographical indexes.
G140	Corresponding region - English	
G150	Full name - French	
G160	Corresponding region - French	
G170	Full name - Spanish	
G180	Corresponding region - Spanish	
G190	Full name - other language	
G200	Corresponding region - other language	

2. Using the GAF in conjunction with the bibliographic data base

The GAF is designed to be used in conjunction with the model bibliographic record structure defined in the Manual for the Preparation of Records in Development-Information Systems(23). The sample bibliographic data base built following this format is called DEVEX. DEVEX is an RD data base in master format.

Fields C100 (primary geographical area)* and C110 (secondary geographical area)* are structured so that the country or region code entered into subfields C101 and C111 can be expanded into the full form of country or region name in each of the languages of the system. These expansions appear in the other subfields of C100 and C110, as appropriate.

The view of the bibliographic data base that expands the codes is a DS (Data Submodel) called DEVEXG. DEVEXG comprises DEVEX and two redefinitions of the data in GEOG:

PGEOEX - to expand the code in subfield C101
SGEOEX - to expand the code in subfield C111

The following table provides an annotated list of the data definitions and other documentation that comprise the remainder of this annex.

Name	Type of File	Purpose	Page
GEOG	KSAM RD	The Geographical Authority File. Also acts as an inverted file.	146, 147
DEVEXG	DS	Joins GEOG to the bibliographic data base DEVEX to expand data in GEOG into the geographical fields of DEVEX.	148
PGEOEX	KSAM RD	Redefinition of GEOG. One of the elements in DEVEXG. Expands the code in the primary geographical area field.	149
SGEOEX	KSAM RD	Redefinition of GEOG. One of the elements in DEVEXG. Expands the code in the secondary geographical area field.	150
GEODEX	EDITOR	Job to create geographical indexes in English and French.	151

(23) See footnote 1, p. 1.

* In the Manual for the Preparation of Records in Development Information Systems, these fields are named primary geographic area and secondary geographic area.

DATABASE NAME - GEOG THU, JUL 18, 1985, 10:06 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - GEOG
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - KGEOKEYD
INVERTED KSAM FILE (Y/N) - N
FIXED FORMAT OF KSAM FILE (Y/N) - Y

DEFAULT PRINT FORMAT FILENAME - KGEOPRNT
LOGID NAME -
NAME OF EXIT FOR VALIDATION (MAX 8 CHAR) -

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
GEOGRAPHICAL CODE	GEOCD	G100	4	2	PROMPT -> Y FIXED FORMAT -> Y KEY FIELD -> Y
CORRESPONDING REGION CODE	CGEOCD	G110	8	2	PROMPT -> Y FIXED FORMAT -> Y
REGION HEADER	HEADER	G120	10	66	PROMPT -> Y FIXED FORMAT -> Y
FULL NAME - ENGLISH	NAMEN	G130	76	50	PROMPT -> Y FIXED FORMAT -> Y
CORRESPONDING REGION - ENGLISH	REGEN	G140	126	30	PROMPT -> Y FIXED FORMAT -> Y
FULL NAME - FRENCH	NAMFR	G150	156	50	PROMPT -> Y FIXED FORMAT -> Y
CORRESPONDING REGION - FRENCH	REGFR	G160	206	30	PROMPT -> Y FIXED FORMAT -> Y
FULL NAME - SPANISH	NAMSP	G170	236	50	FIXED FORMAT -> Y
CORRESPONDING REGION - SPANISH	REGSP	G180	286	30	FIXED FORMAT -> Y
FULL NAME - OTHER LANGUAGE	NAMOL	G190	316	50	FIXED FORMAT -> Y
CORRESPONDING REGION - OTHER LANG	REGOL	G200	366	30	FIXED FORMAT -> Y

NO. OF FIELD DEFINITIONS - 11
NO. OF EXTENDED DEFINITIONS - 0

NUMBER OF RECORDS IN KSAM FILE - 225
FILE LIMIT OF KSAM FILE - 250

DATA BASE: GEOG THU, JUL 18, 1985, 10:40 AM

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	NUMERIC	DEC PL	REPEAT	SUBFIELD	PRMPT	CHECK	BIBLVL	VALIDATE	PRIMKEY	INNVONLY	INNVORLSE	INNVOFF	INNVTYPE	INNVTHES	TERM EXTR	EXTR TYPE	EXTR LENG	STRIPT OPT	SUFFIX	NOTHES ANY	INV FILE	LOG CHG	VALL FILE	ARG NAME	EXIT NAME
GEOGRAPHICAL CODE	GEOCD	G100	4	2				Y					Y				K								KGEO				
CORRESPONDING REGION CODE	CGEOCD	G110	8	2				Y																					
REGION HEADER	HEADER	G120	10	66				Y																					
FULL NAME - ENGLISH	NAMEN	G130	76	50				Y																					
CORRESPONDING REGION - ENGLISH	REGEN	G140	126	30				Y																					
FULL NAME - FRENCH	NAMFR	G150	156	50				Y																					
CORRESPONDING REGION - FRENCH	REGFR	G160	206	30				Y																					
FULL NAME - SPANISH	NAMSP	G170	236	50																									
CORRESPONDING REGION - SPANISH	REGSP	G180	286	30																									
FULL NAME - OTHER LANGUAGE	NAMOL	G190	316	50																									
CORRESPONDING REGION - OTHER LANG	REGOL	G200	366	30																									

```
DATABASE NAME - DEVEXG      THU, JUL 18, 1985, 10:07 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - DEVEXG
DATA BASE CLASS - DS
DATA BASE TYPE - 02
FILE TYPE  (MASTER/KSAM/ANY/THES) - MASTER
GROUP NAME - DEVSDATA


DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION  (MAX 8 CHAR) -

FIRST     PRECED    JOIN          CURRENT    CURRENT
COMP       TAG      TYPE            TAG       COMP

DEVEX                                                 TYPE OF COMPONENT -> RD

          C101    LEFTINNER       C101      PGEOEX     TYPE OF COMPONENT -> RD

          C111    LEFTINNER       C111      SGEOEX     TYPE OF COMPONENT -> RD

NO. OF PROJECTED FIELDS - 0
```

DATABASE NAME - PGEOEX THU, JUL 18, 1985, 10:07 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - PGEOEX
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - KGEOKEYD
INVERTED KSAM FILE (Y/N) - N
FIXED FORMAT OF KSAM FILE (Y/N) - Y

DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION (MAX 8 CHAR) -

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
PRIMARY GEOGRAPHICAL CODE	PGEOCD	C101	4	2	FIXED FORMAT -> Y KEY FIELD -> Y
FULL NAME (P) - ENGLISH	PNAMEN	C102	76	50	FIXED FORMAT -> Y
CORRESPONDING REG (P) - ENGLISH	PREGEN	C103	126	30	FIXED FORMAT -> Y
FULL NAME (P) - FRENCH	PNAMFR	C104	156	50	FIXED FORMAT -> Y
CORRESPONDING REG (P) - FRENCH	PREGFR	C105	206	30	FIXED FORMAT -> Y
CORRESPONDING REG (P) CODE	PREGCD	C108	8	2	FIXED FORMAT -> Y
CORRESPONDING REG (P) HEADER	PREGHD	C109	10	66	FIXED FORMAT -> Y

NO. OF FIELD DEFINITIONS - 7
NO. OF EXTENDED DEFINITIONS - 0

NUMBER OF RECORDS IN KSAM FILE - 225
FILE LIMIT OF KSAM FILE - 250

DATABASE NAME - SGEOEX THU, JUL 18, 1985, 10:35 AM

** HEADER INFORMATION **

DATA MODEL NAME - DMDEVSIS
DATABASE NAME - SGEOEX
DATA BASE CLASS - RD
DATA BASE TYPE - 03
FILE TYPE (MASTER/KSAM/ANY/THES) - KSAM
GROUP NAME - DEVSDATA
KSAM FILE NAME (4 CHAR) - KGEOKEYD
INVERTED KSAM FILE (Y/N) - N
FIXED FORMAT OF KSAM FILE (Y/N) - Y

DEFAULT PRINT FORMAT FILENAME -
LOGID NAME -
NAME OF EXIT FOR VALIDATION (MAX 8 CHAR) -

FIELD NAME	MNEMONIC	TAG	OFFSET	LENGTH	DATA DEFINITION INFORMATION
SECONDARY GEOGRAPHICAL CODE	SGEOCD	C111	4	2	FIXED FORMAT -> Y KEY FIELD -> Y
FULL NAME (S) - ENGLISH	SNAMEN	C112	76	50	FIXED FORMAT -> Y
CORRESPONDING REG (S) - ENGLISH	SREGEN	C113	126	30	FIXED FORMAT -> Y
FULL NAME (S) - FRENCH	SNAMFR	C114	156	50	FIXED FORMAT -> Y
CORRESPONDING REG (S) - FRENCH	SREGFR	C115	206	30	FIXED FORMAT -> Y
CORRESPONDING REG (S) CODE	SREGCD	C118	8	2	FIXED FORMAT -> Y
CORRESPONDING REG (S) HEADER	SREGHD	C119	10	66	FIXED FORMAT -> Y

NO. OF FIELD DEFINITIONS - 7
NO. OF EXTENDED DEFINITIONS - 0

NUMBER OF RECORDS IN KSAM FILE - 225
FILE LIMIT OF KSAM FILE - 250

```
!JOB GEODEX,MGR.DEVSIS
!MINISIS
INDEX
DEVEXG
HITFILE=DEVHIT
OUTPUT=EGEO
KEY=ENGREG,LENGTH=30,UPSHIFT=YES,SUBFLD=YES
FIELD=C103
ALTERNATIVE=C113
END
KEY=ENGCOUNTRY,LENGTH=50,UPSHIFT=YES,SUBFLD=YES
FIELD=C102
ALTERNATIVE=C112
END
***
!MINISIS
INDEX
DEVEXG
HITFILE=DEVHIT
OUTPUT=FGEO
KEY=FREG,LENGTH=30,UPSHIFT=YES,SUBFLD=YES
FIELD=C105
ALTERNATIVE=C115
END
KEY=FCOUNTRY,LENGTH=50,UPSHIFT=YES,SUBFLD=YES
FIELD=C104
ALTERNATIVE=C114
END
***
!MINISIS
PRINT
DEVEX
ENGEOPF
HITFILE=EGEO
END
!MINISIS
PRINT
DEVEX
FGEOPF
HITFILE=FGEO
END
!PURGE EGEO
!PURGE EGEODD
!PURGE FGEO
!PURGE FGEODD
!EOJ
```

ANNEX 7: GLOSSARY

Acronym
A word or set of initials formed of the initial letters of the significant words in a compound name, e.g., Unesco, FAO.

Any table
A list of terms that a particular information system has chosen to group together to facilitate on-line retrieval and that are not grouped together by a broader term/narrower term relationship. For example, in a thesaurus, the terms for each country in Latin America could belong to an any table entitled Latin America. A search using the term "any Latin America" would automatically retrieve all items concerning all countries in Latin America.

Authority file
A tool for ensuring consistency among like elements in a bibliographic record by indicating the form of entry established for use in a particular information system. Examples include an institution authority file, a personal name authority file, and a thesaurus of subject descriptors.

Bibliographic control
The creation of bibliographic records for all documents in a particular subject field or geographical area as they are produced, and the provision of access to them through catalogues, bibliographies, union lists, on-line search services, etc.

Bibliographic data base
A set of machine-readable bibliographic records.

Bibliographic record
A collection of information that pertains to a single bibliographic item and that is stored in machine-readable form as a self-contained and unique logical structure.

Broader term (BT)
In a hierarchical arrangement of concepts, one that is more general than the concepts below it. For example, the term "fruit" is a broader term of the terms "bananas", "apples", and "pears".

Cooperative information system
An information system in which participating centres (usually in different countries) prepare input that is sent to a coordinating centre for merging into a combined data base.

Coordinating centre
In a cooperative information system, the agency that is responsible for the activities related to the management of the system, such as the maintenance of common standards and the merging of data from members into a combined data base.

Cross reference
An instruction directing the user from one heading to another. Examples of cross references include "see" and "see also" references, broader terms, narrower terms, etc. They are found in library catalogues, indexes, bibliographies, and thesauri.

Data base
A set of machine-readable records that are standardized in format.

DEVSIS (Development Sciences Information System)
An international information system proposed in 1975 to identify, collect, record, and disseminate literature related to the socioeconomic aspects of development.

Field
An area in a computer record reserved for the storing of a particular data element, such as personal author, institution name, or country code.

Hardware
The electronic equipment associated with a computer system.

Heading
An access point to a bibliographic record, entered in a standard form, under which the record may be searched and identified.

Information system
A complete system designed for the collection, organization, storage, retrieval, and dissemination of information within an organization or other defined area of society.

Institution
An organization or group of persons that is identified by a particular name and that acts as an entity. It may be an association, business firm, international organization, nonprofit organization, government, research centre, laboratory, university, church, etc.

Internal sequence number (ISN)
A unique identifier for a given record in a computerized system.

Inverted file
A system-created list of particular items of information in a data base together with the ISNs of all records in the data base that contain that particular item of information. It allows fast access in information retrieval in the same way as the index of a book leads the user to desired information.

Language of the system
The language, or one of the languages, that an information system uses for describing, indexing, and providing access to its documents. Each system will choose the language or languages appropriate to its users. A system with more than one language is a multilingual system.

Mnemonic
A group of characters that identify a field in a data base and that usually constitute an abbreviated form of the field name, e.g., BT for broader term.

Narrower term (NT)
In a hierarchical arrangement of concepts, one that is more specific than the concept above it. For example, the term "bananas" is a narrower term of the term "fruit".

In the IAF, a narrower term is defined as an institution that is attached to a parent body, but that is in a different location from the parent body, or does not form an integral part of the parent body. A narrower term receives its own entry in the IAF.

Participating centre
A member of a cooperative information system.

Software
The computer programs, routines, procedures, and other documentation associated with operating a computer system.

Stand-alone system
An information system that operates independently of other information systems.

Subfield
A field that exists both individually and at the same time as part of a group; part of a subfielded field.

Subfielded field
A field that is broken down into subfields, each containing its own data, e.g., the meeting field, that is divided into separate subfields for meeting name, city, country code, and date.

Subordinate body
A branch, division, department, or section of an institution, located in the same city as the parent institution.

Territorial authority
A corporate body that exercises, or claims to exercise, government functions over a certain territory. Territorial authorities include states, constituent states, and federal units, and their regional or local units.

ANNEX 8: BIBLIOGRAPHY

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4. Budach, Anneliese. The Joint Authority File for Corporate Bodies of the Staatsbibliothek Preussischer Kulturbesitz, Berlin, the Deutsche Bibliothek Frankfurt, and the Bayerische Staatsbibliothek, Munich. International Cataloguing, v. 9, no. 3, July-Sept 1980. p. 34-36.

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ANNEX 9: SAMPLES OF COMPLETED IAF WORKSHEETS

IAF Worksheet -- Example 1: One Official Language Version (Section 2)

FRONT

Authority code (K010)	006175		Status		
Institution name (K020)	Deutsche Forschungsgemeinschaft				
Institution city (K030)	Bonn	Institution country code (K040)	DE	Institution region code (K050)	XE
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)	German Research Society				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	WOL, 1983-84, p. 447		Date (K170)		1984-07-04

+Indicates a repeatable field

IAF Worksheet -- Example 2: Subordinate Body with Distinctive Name (Section 5.1)

FRONT

Authority code (K010)	000159		Status		
Institution name (K020)	Australian National University				
Institution city (K030)	Canberra, ACT	Institution country code (K040)	AU	Institution region code (K050)	XP
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)	ANU				

BACK

+See reference - subordinate body (K100)	John Curtin School of Medical Research				
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	WOL, 1983-84, p. 78		Date (K170)		1984-07-04

+indicates a repeatable field

IAF Worksheet -- Example 3A: BT/NT (University) (Sections 5.2, 6)

FRONT

Authority code (K010)	000790		Status		
Institution name (K020)	Institute of Development Studies				
Institution city (K030)	Falmer, Brighton	Institution country code (K040)	GB	Institution region code (K050)	XE
+Other language (K060)					
+Broader term (K070)	002166 (University of Sussex)				
+Narrower term (K080)					
+See reference - invalid form (K090)	IDS				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	WOL, 1983-84, p. 1301		Date (K170)		1984-07-04

+indicates a repeatable field

IAF Worksheet -- Example 3B: BT/NT (University) (Sections 5.2, 6)

FRONT

Authority code (K010)	002166		Status		
Institution name (K020)	University of Sussex				
Institution city (K030)	Falmer, Brighton	Institution country code (K040)	GB	Institution region code (K050)	XE
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)	000790 (Institute of Development Studies)				
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	WOL, 1983-84, p. 1299		Date (K170)	1984-07-04	

+Indicates a repeatable field

IAF Worksheet -- Example 4A: BT/NT (Substantive Government Body) (Sections 5.2, 8.2)

FRONT

Authority code (K010)	004395			Status	
Institution name (K020)	National Institute of Education				
Institution city (K030)	Washington, DC	Institution country code (K040)	US	Institution region code (K050)	XN
+Other language (K060)					
+Broader term (K070)	010242 (United States. Department of Education)				
+Narrower term (K080)					
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	WOL, 1983-84, p. 1352		Date (K170)	1984-07-04	

+Indicates a repeatable field

IAF Worksheet -- Example 4B: BT/NT (Substantive Government Body) (Sections 5.2, 8.2)

FRONT

Authority code (K010)	010242		Status		
Institution name (K020)	United States. Department of Education				
Institution city (K030)		Institution country code (K040)	US	Institution region code (K050)	XN
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)	004395 (National Institute of Education)				
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	US Govt Man, 1983-84, p. 241		Date (K170)		1984-07-04

+indicates a repeatable field

IAF Worksheet -- Example 5A: Joint Commission (Section 7)

FRONT

Authority code (K010)	005524		Status		
Institution name (K020)	Joint Commission on Neurology				
Institution city (K030)	Minneapolis, MN	Institution country code (K040)	US	Institution region code (K050)	XN
+Other language (K060)					
+Broader term (K070)	012345 (American Neurological Association) 009876 (American Academy of Neurology)				
+Narrower term (K080)					
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	Name Auth, Sep. 1983		Date (K170)		1984-07-04

+Indicates a repeatable field

IAF Worksheet -- Example 5B: Joint Commission (Section 7)

FRONT

Authority code (K010)	009876		Status		
Institution name (K020)	American Academy of Neurology				
Institution city (K030)	Minneapolis, MN	Institution country code (K040)	US	Institution region code (K050)	XN
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)	005524 (Joint Commission on Neurology)				
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	Encycl of Assoc, 1984, 11060		Date (K170)	1984-07-04	

+Indicates a repeatable field

IAF Worksheet -- Example 5C: Joint Commission (Section 7)

FRONT

Authority code (K010)	012345		Status		
Institution name (K020)	American Neurological Association				
Institution city (K030)	Minneapolis, MN	Institution country code (K040)	US	Institution region code (K050)	XN
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)	005524 (Joint Commission on Neurology)				
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	WOL, 1983-84, p. 1345		Date (K170)	1984-07-04	

+indicates a repeatable field

IAF Worksheet -- Example 6A: Joint Government Body (Section 8.2)

FRONT

Authority code (K010)	007023		Status		
Institution name (K020)	Canada-Manitoba Soil Survey				
Institution city (K030)		Institution country code (K040)	CA	Institution region code (K050)	XN
+Other language (K060)					
+Broader term (K070)	000239 (Canada. Department of Agriculture) 003989 (Manitoba (Province). Department of Agriculture)				
+Narrower term (K080)					
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	Can Auth, 02-03-84, B015		Date (K170)	1984-07-04	

+Indicates a repeatable field

IAF Worksheet -- Example 6B: Joint Government Body (Section 8.2)

FRONT

Authority code (K010)	000239		Status		
Institution name (K020)	Canada. Department of Agriculture				
Institution city (K030)		Institution country code (K040)	CA	Institution region code (K050)	XN
+Other language (K060)	003859 (Canada. Ministère de l'Agriculture)				
+Broader term (K070)					
+Narrower term (K080)	007023 (Canada-Manitoba Soil Survey)				
+See reference - invalid form (K090)	Canada. Agriculture Canada				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)	Although this is its official name, uses the form Agriculture Canada on its publications				
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	Can Auth, 02-03-84, B012		Date (K170)	1984-07-04	

+Indicates a repeatable field

IAF Worksheet -- Example 6C: Joint Government Body (Section 8.2)

FRONT

Authority code (K010)	003989		Status		
Institution name (K020)	Manitoba (Province). Department of Agriculture				
Institution city (K030)		Institution country code (K040)	CA	Institution region code (K050)	XN
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)	007023 (Canada-Manitoba Soil Survey)				
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	Can Auth, 02-03-84, B035		Date (K170)		1984-07-04

+indicates a repeatable field

IAF Worksheet -- Example 7A: United Nations Body entered under Official Acronym (Section 9.2.1) FRONT

Authority code (K010)	005456		Status		
Institution name (K020)	ITU				
Institution city (K030)	Genève	Institution country code (K040)	CH	Institution region code (K050)	XE
+Other language (K060)	009523 (UIT)				
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)	International Telecommunication Union				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)	UN	Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	YIO, 1983/84, B2622g		Date (K170)	1984-07-04	

+Indicates a repeatable field

IAF Worksheet -- Example 7B: United Nations Body entered under Official Acronym (Section 9.2.1) FRONT

Authority code (K010)	009523		Status		
Institution name (K020)	UIT				
Institution city (K030)	Genève	Institution country code (K040)	CH	Institution region code (K050)	XE
+Other language (K060)	005456 (ITU)				
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)	Union Internationale des Télécommunications ## Unión Internacional de Telecomunicaciones				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)	UN	Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	YIO, 1983/84, B2622q	Date (K170)	1984-07-04		

+Indicates a repeatable field

IAF Worksheet -- Example 8A: United Nations Body entered under Full Form of Official Name (Section 9.2.1) FRONT

Authority code (K010)	006599			Status		
Institution name (K020)	World Food Council					
Institution city (K030)	Roma	Institution country code (K040)	IT	Institution region code (K050)	XE	
+Other language (K060)	006598 (Conseil Mondial de l'Alimentation) 005521 (Consejo Mundial de la Alimentación)					
+Broader term (K070)						
+Narrower term (K080)						
+See reference - invalid form (K090)	WFC					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)	UN	Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	YIO, 1983/84, E3430g	Date (K170)	1984-07-04		

+indicates a repeatable field

IAF Worksheet -- Example 88: United Nations Body entered under Full Form of Official Name (Section 9.2.1)

FRONT

Authority code (K010)	006598			Status	
Institution name (K020)	Conseil Mondial de l'Alimentation				
Institution city (K030)	Roma	Institution country code (K040)	IT	Institution region code (K050)	XE
+Other language (K060)	006599 (World Food Council) 005521 (Consejo Mundial de la Alimentación)				
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)	CMA				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)	UN	Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	YIO, 1983/84, E3430g		Date (K170)	1984-07-04	

+indicates a repeatable field

IAF Worksheet -- Example 8C: United Nations Body entered under Full Form of Official Name (Section 9.2.1) FRONT

Authority code (K010)	005521		Status		
Institution name (K020)	Consejo Mundial de la Alimentación				
Institution city (K030)	Roma	Institution country code (K040)	IT	Institution region code (K050)	XE
+Other language (K060)	006599 (World Food Council) 006598 (Conseil Monidal de l'Alimentation)				
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)	CMA				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)	UN	Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	YIO, 1983/84, E3430g		Date (K170)	1984-07-04	

+Indicates a repeatable field

IAF Worksheet -- Example 9A: United Nations Body entered under "UN" (Section 9.2.2)

FRONT

Authority code (K010)	001461			Status		
Institution name (K020)	UN. Economic and Social Council					
Institution city (K030)	New York, NY	Institution country code (K040)	US	Institution region code (K050)	XN	
+Other language (K060)	004420 (ONU. Conseil Economique et Social) 004017 (ONU. Consejo Económico y Social)					
+Broader term (K070)						
+Narrower term (K080)	003110 (UN. Statistical Commission)					
+See reference - invalid form (K090)	ECOSOC					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)	UN	Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	UN Hbk, 1983, p. 48	Date (K170)	1984-07-04		

+indicates a repeatable field

IAF Worksheet -- Example 9B: United Nations Body entered under "UN" (Section 9.2.2)

FRONT

Authority code (K010)	003110		Status		
Institution name (K020)	UN. Statistical Commission				
Institution city (K030)	New York, NY	Institution country code (K040)	US	Institution region code (K050)	XN
+Other language (K060)					
+Broader term (K070)	001461 (UN. Economic and Social Council)				
+Narrower term (K080)					
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)	UN	Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	UN Hbk, 1983, p. 52		Date (K170)	1984-07-04	

+Indicates a repeatable field

IAF Worksheet -- Example 10: Addition of See Reference

FRONT

Authority code (K010)	003738			Status	CHANGE	
Institution name (K020)	Université de Dakar					
Institution city (K030)		Institution country code (K040)		Institution region code (K050)		
+Other language (K060)						
+Broader term (K070)						
+Narrower term (K080)						
+See reference - invalid form (K090)	ADD: University of Dakar					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)		Date (K170)	1984-06-18		

+indicates a repeatable field

IAF Worksheet -- Example 11A: Change of Institution Name (Old Name)

FRONT

Authority code (K010)	007211		Status	CHANGE	
Institution name (K020)	Overseas Book Centre				
Institution city (K030)		Institution country code (K040)		Institution region code (K050)	
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)	ADD: 009984 (Canadian Organization for Development through Education)				
+Notes (K130)	ADD: Name change occurred in June 1983				
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)		Date (K170)	1983-07-0-		

+Indicates a repeatable field

IAF Worksheet -- Example 11B: Change of Institution Name (New Name)

FRONT

Authority code (K010)	009984		Status		
Institution name (K020)	Canadian Organization for Development through Education				
Institution city (K030)	Ottawa, Ont	Institution country code (K040)	CA	Institution region code (K050)	XN
+Other language (K060)	009998 (Organisation Canadienne pour l'Education au Service du Développement)				
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)	CODE				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)	007211 (Overseas Book Centre)				
+Later name (K120)					
+Notes (K130)	Name change occurred in June 1983				
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	Notification of name change from OBC	Date (K170)	1983-07-03		

+Indicates a repeatable field

IAF Worksheet -- Example 12: Slight Name Change

FRONT

Authority code (K010)	000084			Status	CHANGE
Institution name (K020)	EXISTING: American Society for Testing Materials AMENDED: American Society for Testing and Materials				
Institution city (K030)		Institution country code (K040)		Institution region code (K050)	
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)					
+See reference - invalid form (K090)	ADD: American Society for Testing Materials				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	Documentation from ASTM		Date (K170)		1984-07-03

+indicates a repeatable field

IAF Worksheet -- Example 13A: Change of Location of Institution (Old Location)

FRONT

Authority code (K010)	005465		Status	CHANGE	
Institution name (K020)	ECWA				
Institution city (K030)	Beirut	Institution country code (K040)		Institution region code (K050)	
+Other language (K060)					
+Broader term (K070)					
+Narrower term (K080)					
+See re'arence - invalid form (K090)					

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)	ADD: 009999 (ECWA, Baghdad)				
+Notes (K130)	ADD: Moved to Baghdad in 1982				
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)		Date (K170)	1983-07-03		

+indicates a repeatable field

IAF Worksheet -- Example 13B: Change of Location of Institution (New Location)

FRONT

Authority code (K010)	009999		Status		
Institution name (K020)	ECWA				
Institution city (K030)	Baghdad	Institution country code (K040)	IQ	Institution region code (K050)	XW
+Other language (K060)	005514 (CEAO) 005527 (CEPAO)				
+Broader term (K070)	001461 (UN. Economic and Social Council)				
+Narrower term (K080)					
+See reference - invalid form (K090)	Economic Commission for Western Asia				

BACK

+See reference - subordinate body (K100)					
+Former name (K110)	005465 (ECWA, Beirut)				
+Later name (K120)					
+Notes (K130)	Prior to 1982, located in Beirut)				
+Any table name (K140)	UN	Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)	UN Hbk, 1983, p. 70		Date (K170)	1983-07-03	

+indicates a repeatable field

IAF Worksheet -- Example 14: Change of City Name

FRONT

Authority code (K010)	006931			Status	CHANGE	
Institution name (K020)	Bangladesh Volunteer Service					
Institution city (K030)	EXISTING: Dacca AMENDED: Dhaka	Institution country code (K040)	BD	Institution region code (K050)	XP	
+Other language (K060)						
+Broader term (K070)						
+Narrower term (K080)						
+See reference - invalid form (K090)						

BACK

+See reference - subordinate body (K100)					
+Former name (K110)					
+Later name (K120)					
+Notes (K130)					
+Any table name (K140)		Participating centre code (K150)	CAID	Verified by	MMS
Verification source (K160)		Date (K170)	1984-07-03		

+Indicates a repeatable field

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